

Job Level	Employer Connections Coordinator	Professional Level I
Oversight Received	<ul style="list-style-type: none"> * Provides direct oversight and decisions around all Branding and Recruitment Specialist (BRS) activities. The BRS team (students) does direct outreach to employers about Career Center services and helps connect the student population to these employers. The Coordinator vets initial employer inquiries, providing information on campus recruitment, and making decisions on how to connect employers on-campus for further engagement. * Program autonomy for student-facing employer outreach program and independent implementation of employer engagement events. * The Employer Connections Coordinator reports to the Director of Employer Connections and Career Center Operations. 	<ul style="list-style-type: none"> • Close supervision • Frequent monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Manage and market employer mixers and on-campus interviews, collaborating with the On-Campus Interview Coordinator to attract employers and CSU students to career opportunity events * Create and manage employer outreach plans for the Branding and Recruiting Specialist (BRS) Team, including pre-event invites, post-event follow-up, and other employer outreach campaigns as identified by the Employer Connections Team * Assist employers to develop internship and other experiential opportunities by consulting on best practices, updating and maintaining online resources, educating on inclusive hiring practices, and answering incoming employer questions * Compile and analyze data on employer activity within Handshake and independently make decisions to best determine deeper engagement for employers in identified target areas * Manages student hourly budget, making decisions on what needs allocated for needed coverage and ensures budget remains balanced 	<ul style="list-style-type: none"> • Recurring problems with defined solutions
Interaction/ Communication	<ul style="list-style-type: none"> * Independently identify and cultivate relationships with key employer stakeholders for engagement in on-campus recruitment of CSU students * Recruit employers for career related events such as the Fall/Spring Career Fairs, Just in Time Job Fair, etc. * Respond to incoming inquiries from employers interested in engaging at CSU to hire students, educating employers on Career Center recruiting services, and determine whether follow-up by the Employer Connections Managers for deeper engagement is appropriate. * Disseminate information on Career Center programs, employment opportunities and career development activities to employers, faculty, staff, students and alumni. * Participate as a staff member in the full activities of the Career Center and function as a key member of the university-wide Career Center team. 	<ul style="list-style-type: none"> • Communication typically with those familiar with occupational discipline
University Impact	<ul style="list-style-type: none"> * The Career Center at Colorado State University is part of the Division of Student Affairs and provides comprehensive career-related services to students. Their strategy is to provide anytime access to career information via their website and apps, to grow the career ecosystem on campus so career conversations are happening everywhere, and to cultivate diverse career opportunities for our diverse student body. The Employer Connections Coordinator is a full-time, year round position in the Career Center that is responsible for cultivating and managing key employer relationships and campus recruiting services with the goal of increasing internship and employment opportunities for CSU students and alumni. * Recruit, hire, onboard, train, supervise daily activities, mentor, and discipline an average of 6 Employer Connections Student Specialists (ECS) 	<ul style="list-style-type: none"> • Acquiring knowledge of University policies and systems • Impact limited to immediate work team
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree required in human resources, business, communications, or related area. 	<ul style="list-style-type: none"> • May require a Bachelor's degree