



**Amherst College
Office of Human Resources**

JOB DESCRIPTION

Title: Employer Relationship Manager

Department: Loeb Center Reports to title: Associate Director, Loeb Center

Full Time: X Part Time: _____ Date Prepared: 8/5/2019

Job Group & Level: PT-4 Regular Daily Work Schedule: _____ to _____

Pay Type: Weekly _____ Monthly X Months Per Year: _____ Hours Per Week: 40

(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. Summary of Position:

The Employer Relationship Manager develops, executes, and manages employer relationship coordinated recruitment strategies that will create new early career opportunities for students. The Manager drives global expansion of new employer opportunities, with emphasis on the cultivation of partnerships for the Charles Hamilton Houston (Houston) program and the securing of paid internship opportunities.

The Manager will play a major role strategic plan that includes but is not limited to: building a talent pipeline between employers and students, supporting Houston goals within established timelines, and conducting on-site visits to current/prospective employers to increase awareness about the Houston program, the Loeb Center, and Amherst College.

In addition, the Manager serves as a resource on diversity and inclusion recruiting and hiring strategies for the Loeb Center and is responsible for staying current on this topic.

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

Employer Development (65%)

- Manages employer relationship planning and execution of new recruitment strategies, including increasing the number of off-campus research opportunities.

- Identifies and manages employer prospects for recruiting relationships.
- Conducts on-site visits with current and prospective employer contacts and College alumni to increase engagement with recruiting opportunities.
- Utilizes and implements shifting recruiting trends.
- Serves as a resource on diversity and inclusion recruiting and hiring strategies for the Loeb Center.
- Works with the Loeb Center Communications Manager on marketing and communication materials needed for new employer recruitment efforts.

Analysis, Strategy and Planning (15%)

- Develop and maintain a recruitment strategic plan for the Houston program. Plan, execute, and manage the integration of new employer outreach for the Houston with existing systems and technology, implement and maintain a customer relationship management (CRM) for contact management, and develop standards and processes to support and facilitate integration with career community programs.
- Develop and implement a marketing campaign that communicates a compelling message about why recruit at Amherst with an emphasis on participation in the Houston program.
- Collaborate with key stakeholders across campus, specifically Advancement to source internship opportunities.

Data and reporting (15%)

- Synthesizes feedback from advisors, the Internship Program team, and other sources of expertise to identify new partners and ensure opportunities are available across industry areas and disciplines.
- Track, analyze and report out on employers to evaluate recruiting portfolio.
- Maintains current and timely outreach records and communicates regularly with team members.

5% Performs other duties/functions as requested.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Conducts complex and major activities both internally working closely with the Loeb Center team and campus partners. As well as externally, with employers and alumni.

Frequently writes complex responses based on specialized knowledge.

Communicates to new employers Loeb Center marketing strategies to students, hiring timelines, recruitment policies, and expectations for event participation and student involvement.

Partners with various internal and external constituencies on behalf of Loeb Center including student groups, Advancement, Resource Centers, and corporate partners in order to effectively and creatively engage contacts and companies to drive new employment opportunities.

4. Education: (include certifications and licenses)

Required: Bachelor's degree or a combination of education and relevant experience

5. Experience: (List specific skills necessary to perform this job)

Required:

- 5 years of related experience in higher education, business, or nonprofit setting
- Knowledge of current employment trends, branding strategies, and targeted recruitment principles, procedures and resources
- Relevant experience with diversity recruiting and early career programs
- Excellent verbal and written communication, interpersonal, time management and organization skills
- Demonstrated ability to effectively influence decision makers
- Demonstrated ability to work independently and in a team environment
- Proficient with MS Office suite and Google Docs and the ability to run reports and analyze data in Excel
- Able to travel 35-50% of the time to different areas domestically and internationally (if needed)
- Able to work evenings, weekends, etc. as needed for events and programs

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Push and/or pull up to 25 lbs

Visual – normal concentration

Repetitive motions - fingers, hands, wrists, knees, feet, arms, and/or shoulders.

7. Decision Making:

- The job requires performing leading edge work in professional field.
- Displays a high level of critical thinking and analysis in bringing resolution to high impact, complex and/or cross- department and division problems.
- Work requires prompt decisions when faced with complex and often contradictory alternatives.
- Problems generally require significant analysis and judgment.
- Decisions impact critical Loeb Center initiatives or department’s goals, and are highly visible.

8. Supervision Exercised/Received:

Minimal guidance and works with a high degree of independence.

Supervisory Responsibility: Yes _____ No x _____

Number of Employees Supervised: _____

