Baker College Professional Services, Inc. seeks to hire an individual to be assigned to the position of **EMPLOYER RELATIONS SPECIALIST (FULL-TIME)** for the benefit of and to be located at Baker of Auburn Hills.

**GENERAL STATEMENT OF DUTIES:**
The Employer Relations Specialist will strategically identify and build quality employer relationships for the recruitment and hiring of Baker College students and graduates.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**
- Master’s degree preferred; Bachelor’s degree required
- Minimum 5 years of experience within a university or business/industry environment involving career and employment issues, sales/marketing, or other business development functions required
- Required traveling will be 3-4 days/week within campus region
- Ability to create and maintain professional networks
- Ability to create, plan, implement, and manage career programs/activities
- Effective written, presentation, and interpersonal communication skills
- Sensitivity and demonstrated ability to work with diverse populations
- Demonstrated ability to set and achieve goals
- Effective problem solving and organizational skills
- Effective technical skills (Handshake, MyMajors, etc.)
- Knowledge of career development theory, career paths, and job-search strategies
- Display creativity, initiative, and positive attitude in carrying out responsibilities
- Ability to build and lead a team, as well as be contributing team member
- High energy, enthusiasm, flexibility, and ability to deal with multiple projects desirable
- Commitment to higher education and students’ success
- Knowledgeable in Microsoft Office Suite, Google Apps, and Handshake software packages preferred
- Must have excellent computer skills

**DUTIES AND RESPONSIBILITIES:**
- Establish and cultivate relationships with targeted employers and organizations through site visits, lunches, association meetings, conferences, etc.
- Develop ongoing marketing strategies and materials to bring greater visibility of the College to relevant employers and industries. The purpose of these relationships are to: create greater visibility of the College and its students within relevant professional communities; grow the number of full-time, part-time, and internship opportunities available to the College’s students/grads; and grow the number of on-campus employer interviews and educational/informational sessions conducted at/by the College
- Strategically identify and build quality relationships with local employers for recruitment of students/alumni
- Maintain and strengthen existing employer relationships
- Identify and employ strategies including cold calling, professional association membership, direct mail, referrals, and cross-industry marketing to increase employer interest and participation in on-campus events
- Identify employer needs and recommend recruiting options, and sponsorship opportunities
- Advise/educate employers on the appropriate matching of student skill sets to posted opportunities
- Provide regular follow-up with employers regarding their posted opportunities (employment and internships)
- Plan and implement employer led campus workshops, educational seminars, presentations, etc., to facilitate interactions between employers seeking to hire and students/alumni. Conduct on-going assessment and provide feedback as to their effectiveness
- Represent Baker College at regional employer networking opportunities (Chambers, HR Day, MI SHRM, etc.); host appreciation events for employers at conferences
- Participate actively in organizations and groups that will enhance the development of employment opportunities, including campus Advisory Boards
- Manage and continuously update employer relationship management database (Handshake website)
• Work closely with Deans/Program Coordinators/Faculty to maintain a strong understanding of program enrollment trends, as well as employment and internship needs
• Work closely with internship/externship staff to assist in development of quality opportunities
• Promote employment and internship opportunities to Program Coordinators
• Meet regularly with each program Dean/Program Coordinator to determine enrollment patterns
• Collaborate with faculty to provide employer development and professional skill building events that coordinate with classroom activities
• Provide data, support and training for advisors in job market demands, recruiting trends, hiring results for students in various academic majors, etc.
• Work with System and Regional Business Developer to design and develop employer/student/grad marketing materials, as well as coordinate timing of all communications
• Coordinate job-search strategy workshops, career fairs, etc., for students/alumni to grow participation in on-campus recruiting activities
• Recruit student, alumni, and employer participation in major career oriented events
• Identify and promote employment and internship opportunities to students and alumni
• Actively recruit qualified students and alumni for priority employment opportunities
• Other duties as assigned

WORK SCHEDULE: 40 hours per week/52 weeks per year, may include evenings and weekends, required traveling will be 3-4 days/week within campus region

REPORTS TO: Campus President

STARTING DATE: June 15, 2017

COMPENSATION: Salary based on education, experience, and existing wage rates paid for similar positions within Baker College Professional Services, Inc. Full benefit package.

APPLICATION PROCEDURE: Please submit cover letter and resume via email only by May 22, 2017 in care of:

Baker College Professional Services, Inc.- AH
Human Resource Department
E-mail: hr-ah@baker.edu
www.baker.edu

AA/EOE

Baker of Auburn Hill’s combined Annual Security and Fire Safety Report is available to anyone. This report is required by federal law and contains policy statements and three years’ worth of crime statistics for the school. This report is available online at http://www.baker.edu/media/ckfinder/files/Security-Report-AH.pdf. You may also request a paper copy from the Baker of Auburn Hill’s Campus Safety office.