Employer Engagement Assistant
Occidental College Career Services

Career Services executes a comprehensive strategy to deliver best-in-class career development programs to Occidental College students and alumni. To learn more about the Hameetman Career Center, please go to our webpage at http://www.oxy.edu/hameetman-career-center

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Reporting to the Senior Associate Director, Career Education and Advising, the Employer Engagement Assistant for the Hameetman Career Center (HCC) aids in employer related programming, outreach, and research. The Employer Engagement Assistant will also work with the Assistant Director of Employer Engagement & Recruiting in recruitment of employer sites, facilitation of Tiger Treks (job shadowing), planning and execution of the annual Career Fair and Career Week, and coordinating employer campus visits that occur throughout the year. The Employer Engagement Assistant will train with the HCC team members to learn event planning, creation of marketing and social media strategies, approval of employer accounts/job postings via Handshake, and coordination of employer on-campus interviews. Lastly, the Employer Engagement Assistant will be trained in career advising services to serve as a back-up career advisor.

Essential Duties

- Research and identify potential employers to participate in career center and campus partner related programming such as skill-based workshops, alumni panels, and tailored networking events.
- Assist with approving employer account requests and job/internship postings in Handshake as needed.
- Critiques resumes, cover letters and other job search correspondence; supports students preparing for job interviews.
- Develops, presents and co-facilitates career related workshops and presentations.
- Become knowledgeable of all HCC employer related services.
- Promote employer related events creatively using social media platforms.
- Works with the Career Readiness Team (CRT) on various projects, assignments, and presentations related to employers as needed.
- Become an expert on specific industries and colleges providing relevant career information to students.
• Maintains current information on all HCC programs, services, policies and events.
• Provides orientation/overview of HCC to first-time employer visitors.
• Make recommendations to employers regarding services to enhance their efforts to achieve recruitment goals.
• Assist with on-campus recruiting related needs such as student orientations, employer needs on day of visits, etc.
• Become knowledgeable of current full-time and part-time job listings, internships, cooperative education and volunteer/community service openings in order to assist students.
• Become an expert in utilizing Handshake to assist employers with posting jobs/internships, inputting workshops and events, On-Campus Interview scheduling, Career Fair registrants, student resume books, email-blasts, and more.
• Coordinate and facilitate Industry Insights, Tabling Requests, and employer led workshops as needed.
• Understand all On-Campus Interview procedures for both employers and students.
• Become familiar with social media platforms utilized to engage employers and students.

OTHER DUTIES:

• Other duties as assigned.

QUALIFICATIONS

• Associate or Bachelor’s degree.
• Able to demonstrate exceptional written and oral communication skills.
• Experience Working in a team environment.
• Interest in employer relations and career development issues of college students and alumni.
• Understanding and sensitivity to diverse academic, socioeconomic, cultural, disability, and ethnic populations.
• Available 20 hours per week, Monday – Friday, 8:00 a.m. and 5:00 p.m. Evening and weekend hours available as needed.
• Must commit to the entire academic year (Fall 2019 and Spring 2020 semesters).

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter to hccjobs@oxy.edu AND resumes@oxy.edu explaining how your qualifications meet the requirements of the position.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check.

Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance. We will consider for
employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance. We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.