ASSISTANT DIRECTOR, EMPLOYER ENGAGEMENT AND RECRUITING
Occidental College
Hameetman Career Center

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 & Advising, the Assistant Director, Employer Engagement & Recruiting will perform the following responsibilities:

- Creating annual plans to expand and advance employer engagement and on-campus recruiting opportunities across all employment sectors and geographic locations.
- Developing and creating momentum for the expansion of campus recruiting and industry career events.
- Planning, leading and coordinating large and small scale employer/alumni recruiting events including but not limited to the annual career fair, information sessions, networking events, employer/alumni meet-ups, industry education events, and local and national visits to employer locations.
- Professionally engaging with employers, alumni, and recruiters on a daily basis to secure and expand employment opportunities.
- Traveling to employer locations with students locally and domestically.
- Continuously researching industry trends to stay abreast of changing employer hiring practices.
- Providing innovative and creative ideas to expand the number of internships and full-time employment opportunities for students throughout the Greater Los Angeles area, regionally, nationally and globally.
- Tracking and analyzing employer engagement, recruiting and employment outcomes.
- Collaborating with all Career Services staff and support data gathering and analysis efforts as needed.
- Collaborating with Career Services staff to develop and execute the strategic plan and new initiatives.
- Managing and maintaining the career management system, Handshake.
• Updating students and Career Services staff on policies and procedures related to on-campus recruitment practices.
• Supporting career advising efforts by providing career advice to students during walk-in hours and/or scheduled appointments, as needed
• Performing other responsibilities as needed.

QUALIFICATIONS

• Bachelor’s degree required. Master’s degree preferred.
• At least 5 years’ experience in university/college campus recruiting, career services, human resources, program management, event planning or other related fields.
• The ideal candidate will have an established network of professional contacts, especially contacts with hiring authority such as recruiters, hiring managers, alumni, etc.
• A high level of professionalism with strong interpersonal, analytical, organizational and presentation skills required.
• Knowledgeable about liberal arts degree programs and the career aspirations of college-aged students.
• Demonstrated competency in translating employer hiring needs and interview requirements to students and career advisors.
• High attention to detail and strong oral and written communications skills.
• A team-player with demonstrated ability to develop and sustain strong relationships and partnerships with employers; alumni; human resources professionals; fundraising professionals; donors; admissions; faculty; other key members of the campus community.
• Ability to handle multiple tasks with ease.
• Experience using a career management system such as Symplicity or Handshake strongly desired.
• Proficiency using MS Word, PowerPoint, and Excel required.
• Ability to travel locally or national. Valid driver’s license and good driving record required. May be required to transport student in an eight passenger van to employer locations.
• Must be willing and available to occasionally work weekends and evenings, as needed.

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. APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE REVIEWED.

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.