ASSISTANT DIRECTOR, EMPLOYER ENGAGEMENT AND RECRUITING
Hameetman Career Center

POSITION SUMMARY

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.

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.