

Florida State University Career Center

Program Director, Employer Relations



Responsibilities:

The responsibilities of the position include, but are not limited to, the following:

- Manage student recruitment, employer relations and recruitment, program and job development, and faculty/staff relations.
- Develop policies and procedures necessary to administer a comprehensive-centralized on-campus recruitment and job development program for Florida State University (FSU) students and alumni.
- Assist students and alumni in the implementation of their career plans, i.e., develop programs that create linkages between FSU students/alumni and employers.
- Supervise staff involved in services at FSU, managing cash handling and inventory procedures associated with employer relations services.
- Assist the Director in fundraising activities.
- Coordinate computer-based applications in support of employer relations and recruitment.
- Coordinate production of publications associated with employer relations
- Serves as Career Center liaison to Jim Moran School of Entrepreneurship.

Qualifications:

The minimum requirements for this position include, but are not limited to, the following qualifications:

- Bachelor's Degree and six years' experience or a high school diploma/equivalent and experience equal to ten years. (Master's Degree Preferred.)
- Ability to communicate effectively verbally and in writing.
- Skill in preparing clear and concise reports, policies, procedures, correspondence, and other written materials.
- Ability to develop and implement policies, procedures, goals, and objectives.
- Knowledge of principles and practices of project planning, development, and evaluation.
- Ability to establish and maintain effective working relationships.
- Knowledge of applicable computer applications and basic computer functions.
- Knowledge of and the ability to interpret and apply related University policies, procedures, principles, and practices.
- Ability to utilize problem-solving skills.
- Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.

Application Deadline:
May 30, 2018

To apply, visit Florida State University's Employment & Recruitment Services website at <https://jobs.fsu.edu> and search by Job ID: 43510

Location: Tallahassee, Florida

Full/Part-Time: Full-Time

*This is an A&P (Administrative and Professional) position

Equal Opportunity/Access/Affirmative Action Employer