

## Employer Relations Coordinator Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=246546>

Downloaded On: Oct. 19, 2024 1:15pm

Posted Oct. 7, 2024, set to expire Feb. 1, 2025

**Job Title** Employer Relations Coordinator  
**Department** Employer Relations & Recruiting  
**Institution** Worcester Polytechnic Institute  
Worcester, Massachusetts

**Date Posted** Oct. 7, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Human Resources

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**Job Description**

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**JOB TITLE**

Employer Relations Coordinator

**LOCATION**

Worcester

**DEPARTMENT NAME**

Employer Relations & Recruiting

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

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Expand the breadth and depth of WPI's employer relationships, responding to current employer inquiries, conducting outreach to new employers, and connecting them to the services, resources, and programs best suited for their talent needs as a member of the CDC's employer relations team, and support employer relations and CDC activities as needed.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity, and inclusion.

This is a on-site position with the potential for hybrid schedule after 6 months in consultation with manager.

This position offers a set salary of \$55,400.

### **JOB DESCRIPTION**

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Interact frequently with employers about recruiting students and alumni of WPI by providing expert advice tailored to employers' needs, connecting them with CDC's recruiting technology platform, on-campus recruiting options, career fairs and other ways of reaching WPI students and alumni.
- In collaboration with employer relations team lead, develop and implement pro-active strategies to engage new and different employers in recruiting WPI students and alumni, through networking events, site visits, on-campus meetings, scheduled calls and other outreach initiatives.
- Assist with planning and organizing events that enhance employer visibility and engagement with students, such as career fairs, networking events, corporate days, virtual events, off-campus site visits, etc.
- Generate reports and analysis of recruiting activity upon request, for WPI constituents at all levels, and produce year end report of employer activity, including annual employer activity matrix report.
- Conduct annual analysis of labor market demand across WPI's various degree programs and fields, produce report and participate in formulation of outreach strategies.
- Serve as CDC expert on WPI's customer relationship management (CRM) system, ensure records of employer activity are current, run reports, provide analysis, and represent CDC for system administration.
- Provide administrative support for the Assistant Director, Employer Relations and Recruiting, including assistance with production of newsletters, webpage, printed materials, and other media for employers.

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- Assist with the office's employer outreach activities, plan and participate in employer site visits, and stay up to date on employment trends and career development issues.
- Remain current with industry trends and the changing employment marketplace, best practices in recruiting, and emerging STEM career fields, interact with students as needed to answer quick questions and address career issues.
- Contribute to data collection (including annual surveys and phone campaign) and reporting for career outcomes and assessment.
- Other duties as assigned.

### **REQUIREMENTS:**

- Bachelor's degree, plus one to three years of experience in university career services or talent acquisition role or comparable education and experience.
- Strong customer service skills, ability to listen and understand client needs, connecting them with effective recruiting solutions, interacting effectively with campus and external constituents at all levels.
- Ability to plan, create and execute outreach and marketing campaigns to support current and develop new client relationships.
- Technical proficiency with or demonstrated ability to learn new technology tools, such as CRM's, on-line recruiting systems, databases, spreadsheets, and the like.
- Strong quantitative reasoning skills with basic data collection, analysis and reporting.
- Experience working in a collaborative, team-oriented environment, ability to work independently and adapt to change in the workplace.
- Availability to work some evening and weekend hours to support office initiatives. Some day and overnight travel may be required.

Please include a cover letter with a resume for consideration.

### **FLSA STATUS**

United States of America (Exempt)

**WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of**

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### **harassment and discrimination.**

**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Employer-Relations-Coordinator\\_R0002962](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Employer-Relations-Coordinator_R0002962)

### **About WPI**

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

### **Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

N/A

Worcester Polytechnic Institute

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