

**Employer Relations Associate**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=250396>

Downloaded On: Jun. 2, 2025 6:20pm

Posted Dec. 13, 2024, set to expire Aug. 4, 2025

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|-----------------------------|---|
| <b>Job Title</b>            | Employer Relations Associate  |
| <b>Department</b>           | Student Life  |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Dec. 13, 2024   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Classified Staff  |
| <b>Academic Field(s)</b>    | Human Resources   |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/54726">https://www.ubjobs.buffalo.edu/postings/54726</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

### **Position Summary**

The [Career Design Center](#) invites applicants for the **Employer Relations Associate** position. The successful candidate will have a commitment and interest in cultivating and managing relationships with employers locally, nationally, and internationally in the support of student success. In this role, you will work with on campus and off campus stakeholders to advance the University at Buffalo, a New York flagship, goal to become a Top 25 public research university.

Your responsibilities include:

- Contributing to the employer relations and external engagement strategic plan and implementation to enhance career and employment opportunities for all UB students.

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- Participating in the process to identify and engage key partners, both on and off campus, to foster stronger collaboration in the creation and development of more student opportunities to connect with employers.
- Staying informed of local, national, and global employment trends and be able to utilize data to inform decisions.
- Partnering with key internal stakeholders at UB to engage employers in support of student career exploration and success.
- Supporting Career Design Center and University-wide strategic initiatives.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

### **Outstanding Benefits**

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits to support work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### **About The Career Design Center**

The Career Design Center supports all undergraduate and graduate students in imagining and designing meaningful lives and careers through early discovery, ongoing exploration and future-focused skill development. With the mission of challenging students to see possibilities and seek opportunities in preparation for life after college, students gain access to Career Communities that include faculty/staff, employer and alumni collaborators providing connections, resources and guidance leading to expanded opportunities.

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our

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commitment, welcomes all to apply including veterans and individuals with disabilities.

**Minimum Qualifications**

- Bachelor's degree
- Two years of experience in a relationship management or business development role
- Demonstrated ability to effectively develop and manage relationships with employers and alumni
- Demonstrated ability to manage multiple functional areas, projects and/or initiatives
- Demonstrated ability to work collaboratively within an organization to provide integrated service to the external partner
- Adaptable to working effectively during seasons of high or fluctuating activity levels
- Outstanding interpersonal, communication, and critical thinking skills

**Preferred Qualifications**

- Master's degree
- Human resources, recruitment, or business development experience
- Knowledge of career services, alumni relations, and/or campus recruiting

**Contact Information**

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

**Contact**

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