

Date Posted: 05/29/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Employer Relations Coordinator

Employer/Agency: University of St. Thomas

Job Description: The University of St. Thomas, a private university committed to the liberal arts and to the religious and intellectual tradition of Catholic higher education, is seeking an Employee Relations Coordinator who will be responsible for developing job and internship opportunities for students and coordinating the on-campus recruiting program. This individual will report directly to the Director of the Career Services and Testing Center. The successful candidate will be responsible for:

- Overseeing the broad function of recruitment and development of potential employers for the purpose of hiring UST undergraduates and graduates for full-time positions and internships.
- Developing a marketing plan to engage employers in a collaborative recruitment program for full time positions and internships. Developing professional correspondence and marketing pieces.
- Coordinating internships for academic departments that do not have an established program. Assisting academic departments who have established internship programs, as needed. Serving as liaison between established internships programs and academic departments.
- Maintaining, through campus publications and internet, correspondence with students, faculty, and staff regarding activities and special employment and internship opportunities available through Career Services.
- Collaborating with the Office of Alumni Relations to develop and maintain an alumni career network.
- Collaborating with the Cameron School, Graduate Student Association, and other graduate programs to establish positive linkages with Career Services.

- Creating and maintaining employer databases.
- Overseeing the on-campus recruitment program.
- Assisting in the planning and implementation of job fairs, networking events, and career-related programs.
- Delivering job search workshops to students.
- Assisting with resume reviews, mock interviews and other related job search student appointments.

Executing yearly goals and any additional tasks assigned by the Director of the Career Services and Testing Center, the Vice President for Student Affairs, and/or the President.

Qualifications:

The position requires a Bachelor's degree in Human Resources, Counseling, Student Personnel, Higher Education, Marketing, Public Relations, Communications, or General Business. At least two years in a Human Resources or College Career services environment is preferred and the successful candidate will have strong oral and written communication skills, proficiency in Microsoft Word, Excel, Power Point, and Publisher, and excellent Inter-Personal skills.

The successful candidate will have a strong interest in working with students, faculty, staff of the university and the professional business community. There must be a willingness to work with the members of Career Services and Testing staff, as well as building a network through professional affiliations.

Salary/Hours:

This is a full-time, benefit-eligible position.

Application Method:

Please send letter of interest and resume to:

recruiting@stthom.edu

Human Resources – Ref No. 2412
University of St. Thomas
3800 Montrose Blvd.
Houston, TX 77006

Opening Date:

Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mawjobs@sw.uh.edu with the hiring details of your new job opportunity.

Thank you