

WESTMONT COLLEGE

Employer Relations Specialist **Career Development and Calling**

Position Summary: Works closely with the Director and all academic departments to cultivate relationships with local, regional, and international employers to develop job and internship opportunities. Responsible for managing the online career development software program, connecting students and employers, and planning and executing events.

Qualifications: Requires a Bachelor's degree, 3-5 years of professional experience, and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to behavioral expectations. Also requires strong communication skills with the ability to develop effective relationships with a wide range of people; public speaking skills; experience working in job placement agencies or sales-related roles; and ability to work with and collaborate with various departments and populations. Also requires developed proficiency in Office Suite, PowerPoint, and Google suite. Ability to leverage social media a plus. Available to work occasional nights and weekends.

Specific Responsibilities:

1. Internship and Job Development (45%): Works with the Director to cultivate and sustain relationships with employers to increase internships and employer interaction with students. Solicits targeted employers via phone, events, and in-person meetings.
2. Software Platforms (30%): Manages the back end systems (no coding required) which connect students to internships and employers (on and off campus). Includes importing/exporting data, creating and analyzing surveys, customizing systems and troubleshooting issues, facilitating, tracking and reporting.
3. Event Planning (15%): Works with teams to plan and execute career related events and company and recruiter visits
4. Student Coaching and Other (10%): Counsels students on career related topics (ie: resumes, job searches, LinkedIn) and one-on-one and in-class settings.
5. Other duties as assigned.
6. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty and staff colleagues by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Schedule: 32 hrs/wk August – May and 20 hrs/wk June-July. Alternative scheduling possible.

Reports to: Director of Career Development and Calling