

The University of Texas at San Antonio

Job Description

Job Title: Employer Engagement Coordinator
Code: 18633
Salary Grade: 58
FLSA Status: Exempt
Department/Division: University Career Center
Reports To: Assistant Director, Employer Engagement

Summary

- Function: To coordinate and support operations for the Employer Engagement team
- Scope: Responsible for job and event postings in campus recruiting system/platform, and supporting execution of recruiting events hosted by the Employer Engagement team.

Duties

- Typical:
 1. Coordinates meetings with corporate partners/employers and invites relevant cross-functional attendees as needed; supports virtual and in person meetings.
 2. Manages Career Services Employer Relations calendar—including bookings for regularly scheduled recruiting activities (Career Expos, TACO Tuesdays, Meet the Employer) as well as ad hoc activities.
 3. Vets new employers/employer contacts for approval in campus recruiting systems, and answers questions/assists employers with system questions/issues on account creation, job postings or events.
 4. Manages UTSA employer account in campus recruiting system, adding/approving staff members as needed, cleaning out old members, training staff members as needed and/or assisting them with events/job postings.
 5. Posts and/or approves job postings and events through campus recruiting system.
 6. Pulls regular reports on number of employers, job postings approved and periodic snapshot activity reports on key employers.
 7. Manages back desk in UCC, handling interview suite reservations, student and employer walk-ins, desk coverage during key recruiting periods.
 8. Manages up to three student employees including hiring, onboarding/training, timesheet approval; student workers support employer, job and event approval, back desk coverage and in person events.
 9. Supports all Employer Engagement events including in person employer meetings/lunches (coordinating meetings, catering if necessary), career expos

<p>(virtual and in person with budgets, logistics, set-up, break-down), TACO Tuesdays, Meet the Employer and ad hoc events)</p> <p>10. Approves alumni and employer requests in Roadrunner Network; handles account inquiries/issues.</p> <p>11. Data entry in CRM database supporting Employer Engagement.</p> <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Prepares ad hoc reports from campus recruiting system. 2. Coordinates and/or participates in virtual and in-person special meetings/events. 3. Performs other duties as assigned.
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Education

Required	Preferred
Bachelor’s Degree in a related field from an accredited university.	Degree specific in Marketing, Management or Communications.

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
Three years of experience in program or event coordination, or related area.	Experience in data management. Four years of experience in program or event coordination, or related area.

Equipment

Required	Preferred
Personal computer, basic Microsoft Office software (Outlook, Word, Powerpoint, Teams) and standard office equipment.	CRM database experience e.g. Salesforce

Working Conditions

Usual	Special
8-5, Monday – Friday schedule	Sometimes require evening and/or weekend hours
Stand/sit for an extended period of time in front of a computer	Sometimes move, lift, carry, push, pull and place objects weighing less than or equal to 25 pounds without assistance and objects weighing in excess of 50 pounds with assistance.

Supervision

Received	Given
General from direct supervisor.	Direct supervision of students

Accuracy

Proficiency in all phases of work performed.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.