

The University of Texas at San Antonio

Job Description

Job Title: Employer Engagement Manager
Code: 18634
Salary Grade: 59
FLSA Status: Exempt
Department/Division: University Career Center
Reports To: Assistant Director, Employer Engagement

Summary

- Function: To support corporate sponsors and other operations for the Employer Engagement Team
- Scope: Track and execute corporate sponsorship activities, liaise with other units of CEL, SAB, student organizations and student success centers to ensure corporate sponsors are satisfied, and support execution of recruiting events hosted by the Employer Engagement team on main-campus, downtown campus and/or off-site location

Duties

- Typical:
 1. Works with Director and Assistant Director on corporate sponsorship offerings and works with Marketing Coordinator to make sure packages stay up-to-date, competitive and relevant.
 2. Tracks current corporate sponsors, including timeline, budget, sponsorship activities accomplished/outstanding. Ensures UTSA delivers on sponsorship package agreement.
 3. Update employer presentation decks per leadership's request (tweaking/customizing existing slides)
 4. Works closely with marketing and liaises with college success centers to activate marketing channels as necessary for corporate partners, potential partners, aspirational partners.
 5. Supports all Employer Engagement events as needed including in person employer meetings/lunches, career expos (virtual and in person with budgets, logistics, set-up, break-down), TACO Tuesdays, Meet the Employer and ad hoc events) on main campus, downtown campus and/or offsite location.
 6. Manages 1-3 student workers (hiring, onboarding/training, timesheet approval) to support coverage for on-campus recruiting events including but not limited to TACO Tuesdays, Meet the Employers, interview suites) as well as ad hoc activities.
 7. Back-up desk coverage when Employer Engagement Coordinator is out

Updated: 7/7/21

<p>during key recruiting periods, handling interview suite reservations, student and employer walk-ins</p> <ol style="list-style-type: none"> 8. Follow University guidelines, processes and procedures to make room reservations for campus recruiting events/interviews. 9. Data entry in CRM database supporting Employer Engagement. 10. Manages partnership with Student Advisory Board; launches and handles partnership agreements with student organizations; ensures UCC's requirements are held up as well as student organization's requirements. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Goes on employer visits or attends professional development conferences. 2. Supports special events as needed during evening/weekends. 3. Performs other duties as assigned.

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
	Access to reliable transportation

Experience

Required	Preferred
Four years of experience in program or event coordination, or related area.	Experience in data management.
Powerpoint skills	Experience presenting to external clients

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.
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Supervision

Received	Given
General from direct supervisor.	N/A

Accuracy

Proficiency in all phases of work performed.
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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.
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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.
