



EMPLOYMENT OPPORTUNITY: EMPLOYER RELATIONS SPECIALIST

An AQIP accredited institution, Lakeland Community College is one of Ohio's premier two-year colleges, offering more than 130 degree and certificate programs to prepare students for a high-demand career or transfer to a four-year university. We are located within 25 miles of world-class activities in the Cleveland area. The college attracts over 10,000 credit students annually, yet we maintain an average student-to-faculty ratio of 18:1. Courses are offered at a variety of days and times as well as online. Lakeland opened the Holden University Center in fall, 2011. This state-of-the-art facility provides students with convenient access to complete a bachelor's or graduate degree from a variety of leading colleges and universities, all close to home. Read more at: <http://lakelandcc.edu/pdf/viewbook.pdf>.

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RESPONSIBILITIES:

- Proactively cultivate and maintain relationships with new and current employer partners and organizations by conducting cold and warm calls and in-person meetings. Use consultative selling methods to assess businesses; intern and workforce needs, resulting in placements and building a pipeline of internship and job opportunities.
- Support the Experiential Education Coordinator through weekly planning meetings to develop a balance between specific opportunities and available students' qualifications and to strategically source and create internships and employment opportunities. Provide support and employer outreach for major events such as Job Shadow Day and Internship Fair with the goal of 100% placement of participating students. Assist with creation of joint two-year college internship and co-op advisory board to promote and improve Lakeland Experiential Education program.
- Confer with academic program faculty and administrators to determine their employer outreach and advisory needs. Recruit faculty to help Career Services engage employers. Take faculty on business calls as subject matter experts, as needed.
- Serve as Career Services center representative at employer outreach events, regional partnerships, Lakeland academic advisory committees and with internal employer relations cohort groups, as needed.
- Write reports for Ohio Means Internships and Co-ops grant reporting as well as regional institutional reports, as needed.
- Set and meet quantifiable outcomes. Track positions developed and students hired, and use online job board data mining to provide monthly summary reports to Director. Maintain records and databases of businesses and organizations contacted.
- Assist in creating effective marketing strategies and materials to engage employers, including use of social media.
- Assist with Career Services Center events and programs.
- Research local, national and global businesses and organizations. Maintain up-to-date knowledge of employer and industry needs and trends, Lakeland curricula and Lakeland students.
- Create and implement new employer services and procedures. Conduct employer surveys.
- Follow NACE Professional Standards, EEO and FERPA guidelines.
- Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience/Training

- Bachelor's degree in business, communications or a relevant discipline required; MBA preferred.
- Two years professional experience in any of the following: recruiting, placement, and/or consultative sales/assessment methods via cold and warm calling and on-site visits.
- Experience in networking effectively and quickly establishing rapport and interpersonal working relationships with business/hiring representatives; using consultative selling methods to assess, glean and convey information; and tracking and attaining concrete outcomes required. Private sector co-op program or internship services experience preferred.

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Knowledge, Skills and Abilities

- Knowledge of local, regional and global business and industry workforce needs and workforce organizations and initiatives.
- Knowledge and understanding of the community college mission, demographics of its students and customers, and goals of a college career services center.
- Skills in self-managing work requirements; maintaining a high level of productivity; being detail-oriented; and setting and achieving goals and quantifiable outcomes.
- Skills in researching, analyzing and extrapolating data and information; using databases; and maintaining records.
- Strong computer skills (e.g. Word, Excel, internet research, online job boards).
- Ability to create and implement resourceful marketing and outreach techniques and materials.
- Ability to work independently as well as work closely with established Career Services team.

Conditions of Employment

- This is a 24-month, full-time, grant-funded staff position with benefits.
- Valid Ohio driver's license and driving record which qualifies the driver under the College's insurance program are required.

Working Conditions

- Light – Sit sometimes, walk and stand sometimes, lift occasionally.

COMPENSATION:

The hourly salary is at grade 8A of the staff salary schedule.

APPLICATION PROCESS:

Applicants should submit a completed college employment application* and a resume by midnight, August 11, 2014. (*Download an application at <http://lakelandcc.edu/positions> or pick up on campus in Room C-2089). Send materials via e-mail to: HRJobs@lakelandcc.edu, or deliver to: Human Resources Department, Room C-2089 (applications and after hours' mailbox also located in hallway next to Human Resources office).