



POSITION DESCRIPTION

EMPLOYER RELATIONS SPECIALIST

Posting Details

WORKING TITLE	Employer Relations Specialist
NUMBER OF OPENINGS	1 - 2
POSITION OPEN DATES	March 8 - 29, 2023
DESIRED START DATE	Aug. 14, 2023
LOCATION	In person - This position requires work to be conducted at the Career Center. At the discretion of their supervisor, this position may partially work a small number of hours remotely/virtually.
HOURLY PAY	Starting at \$ 14.50, will increase to \$15.50 July 1
HOURS PER WEEK	10 - 20 hours per week. Must be able to work 1 - 3 hours per day Monday through Friday between the hours of 8 a.m. – 5 p.m. Schedule is determined by the team and each person's availability. May include academic breaks, depending on needs of the team.
SUMMER EMPLOYMENT	Possibly for summer of 2024
EDUCATIONAL REQUIREMENT	Must be a currently enrolled student at CSU.
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> Dependable, self-starter. This is a behind-the-scenes position with minimal in-person contact with employers and students. Must demonstrate excellent guest service skills and follow through. Must be able to work independently as well as part of a team. Values and prioritizes attention to detail. Must have written and verbal communication skills – ability to communicate with a variety of people including teammates, employers and campus partners.
PREFERRED QUALIFICATIONS	<p>If you are looking for a position that allows you to work behind the scenes, while gaining valuable professional experience and having room to grow, please apply.</p> <ul style="list-style-type: none"> 1st or 2nd year student encouraged to apply. Working knowledge of Microsoft Office Suite. Although not on a regular basis, there is a physical component to this job – moving and lifting tables/chairs, boxes, equipment, etc. Have a commitment to creating an inclusive and welcoming environment for our diverse student body and employer partners.

Essential Job Duties

POSITION SUMMARY	<p>Did you know that each year over 150,000 jobs are posted to CSU students in Handshake? This position plays an important role in ensuring that all jobs and employer requests get reviewed in a timely manner so that CSU students have access to more employment opportunities.</p> <p>This role may also be asked to assist the On-Campus Recruiting Coordinator with preparing the office for any on-campus employer interviews. This includes clean-up & set-up of interview rooms and hospitality areas, prep of employer folders, print and post interview schedules. Additional tasks include data entry in Handshake of interview schedules and employer information and assist with various aspects of special events, such as CSU career fairs, employer information sessions, etc.</p>
CAREER DEVELOPMENT	<ul style="list-style-type: none"> Review employer requests & jobs posted into Handshake in a timely manner following specific criteria. Learn about a wide variety of jobs and employers interested in CSU students.
CRITICAL THINKING & PROBLEM SOLVING	<ul style="list-style-type: none"> Problem solves questions that on-campus and off-campus employers may have, including, but not limited to recruiting on Handshake.
INCLUSIVE TEAMWORK	<ul style="list-style-type: none"> Collaborate with team of 2 - 3 student staff & supervisor to execute work.
SELF-REFLECTION	<ul style="list-style-type: none"> Engage in weekly coaching meetings with your supervisor, scheduled around academic commitments. Participate in staff and career development trainings and activities provided by the Career Center.
VERBAL & WRITTEN COMMUNICATION	<ul style="list-style-type: none"> Respond to and triage emails and Handshake messages from employers and on-campus partners.