



## Job Description

### JOB DETAILS

**Job Title:** Director of Employer Relations

**Department:** Center for Careers, Life, and Service

**ID:** CLS\_DirEmplrRel

**Title of Supervisor:** Daniel and Patricia Jipp  
Finkelman Dean

**Date Completed:** 05/19/2016

### JOB SUMMARY

The Director of Employer Relations is responsible for developing and executing an overall recruitment strategy with a primary focus on expanding the caliber and quantity of internships, summer research experiences, and full-time professional positions for undergraduates. The Director will lead a team that is responsible for the delivery of first-class recruitment services, including: a robust career management system, on-campus and virtual recruiting events (e.g., interviews, information sessions), a resume database/candidate referral system, and personalized consultation for employers to ensure successful recruiting partnerships. The Director will also liaise with service organizations recruiting post-graduate volunteers and with graduate and professional school programs that express interest in recruiting Grinnell students for their respective degree programs.

Reporting directly to the Daniel and Patricia Jipp Finkelman Dean in the Center for Careers, Life, and Service (CLS), the Director of Employer Relations is a key member of Dean's senior leadership team. In this capacity, the Director provides input into the strategic direction, program initiatives, annual goals, benchmarks, and recommendations for improvement of the overall operation, services, and programs of the CLS.

### ESSENTIAL JOB RESPONSIBILITIES

Responsibility	% of Time
<b>Direct, Supervise, Train, and Lead Employer Relations Team</b>	
Direct, Supervise, Train, and Lead Employer Relations Team: Provide the leadership, direction, supervision, and management of the Employer Relations team, including full-time staff and, if applicable, student assistants.	20 %
<b>Develop, Assess, and Supervise the Delivery of Recruitment Programs/Services</b>	
Develop, Assess, and Supervise the Delivery of Recruitment Programs/Services: Oversee the development, infrastructure, assessment, and delivery of all recruitment services and programs, including PioneerLink (the CLS's on-line posting system), on-campus and virtual recruiting events (e.g., interviews, information sessions, tabling), a resume database/candidate referral system, and personalized consultation for employers to ensure successful recruiting partnerships.	20 %
<b>Develop and Sustain Partnerships with Recruiting Organizations</b>	
Develop and Sustain Partnerships with Recruiting Organizations: In collaboration with other members of the CLS and broader campus community, establish and sustain relationships with a global network of employers who offer internships, summer research experiences, and full-time professional employment opportunities. Liaise with representatives from service organizations and graduate/professional school programs as needed.	30 %
<b>Oversee Career Management and Recruitment Database</b>	
Oversee Career Management and Recruitment Database: Ensure that recruitment software and databases are maintained and that upgrades are conducted in an efficient and timely manner.	20 %
<b>Establish, Implement, Interpret, and Comply with Policies/Procedures</b>	

Establish, Implement, Interpret, and Comply with Policies/Procedures: Review, revise, establish, and/or implement Recruitment Service policies and procedures for employers and students. 5 %

Manage Financial Resources

Manage Financial Resources: Provide administrative oversight and management of the annual budget and fund expenditures approved for Employer Relations activities. Submit annual budget proposal for consideration by the Finkelman Dean. 5 %

GENERAL RESPONSIBILITIES

1) Maintain regular and reliable attendance. 2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources. 3) Understand and comply with the policies of the College Staff Handbook. 4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs. 5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals. 6) Protect confidentiality of College information. 7) Provide leadership to others through example and sharing of knowledge/skill. 8) Communicate with others in a courteous and helpful manner. 9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing. 10) Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

	Yes	No
Does this job have supervisory responsibilities? x (place an "x" in the appropriate box)		
Place an "x" in the appropriate box	If yes, how many?	
Student Staff x	1-2	
Non-exempt x	1	
Exempt x	1	
If "Student Staff" - Approximately how many total hours of student staff?		

LEADERSHIP:

Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel. Do Not Enter 0 %

SUPERVISION RECEIVED

Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines. Do Not Enter 0 %

EDUCATION

Degree/Diploma	Program of Study	Required/Preferred
Bachelors		required

Additional Educational Requirements

EXPERIENCE

Five years or more

Do Not Enter:  
0 %

COMPUTER OPERATIONS

Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

Do Not Enter:  
0 %

CERTIFICATES, LICENSES, REGISTRATIONS

TRAVEL

Do Not Enter

Moderate overnight travel (up to 30%) by land and/or air.

0 %

ADDITIONAL INFORMATION OR QUALIFICATIONS

Deep knowledge and expertise in the recruitment and selection processes for internships and/or professional positions geared toward undergraduates is required, as is knowledge and experience with career- and recruitment-management software (e.g., Symplcity). Excellent written and verbal communication skills (including the ability to deliver persuasive presentations), strong budget and project-management abilities, and experience with building relationships with diverse stakeholders are required. This position requires adherence to the highest degree of professional standards and strict confidentiality in sensitive matters related to hiring decisions.

This position requires a bachelor's degree along with at least five years of related experience in career development, human resources, talent acquisition, or a similar field. A master's degree in human resources, student personnel, workforce development, or a related field is preferred.

ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data			x
Effective communication skills (written and verbal)			x
Composing & comprehending communication materials (written and verbal)			x
Establishing effective interpersonal relationships			x
Adjusting to changes (work load, environment, department structure, etc.)			x
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.		x	
Making decisions of moderate to substantial consequence			x

Performing mathematical calculations	x		
Editing reports or technical materials	x		
Planning and organizing (work load, schedules, events, etc.)			x
	Under 1/3	1/3 to 2/3	Over 2/3
Handle stressful, emotional and/or frustrating situations	x		
Working with numerous distractions	x		
Working under a time pressure and within timelines/deadlines	x		
Coordinating work with others			x
Handling multiple assignments and priorities			x
Completing work in an accurate manner			x
Concentrating - maintaining attention to details and tasks			x
Memory functions (remembering names, details and procedures)	x		

## PHYSICAL REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Stand	x		
Walk	x		
Sit			x
Ability to walk up or down stairs	x		
Use hands to finger, handle, or feel	x		
Reach with hands and arms		x	
Climb or balance			
Stoop, kneel, crouch, or crawl			
Talk or hear			x
Taste or smell			
	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	x		
Up to 25 pounds	x		
Up to 50 pounds	x		
Up to 100 pounds (with an assisted device)			
More than 100 pounds (with an assisted device)			

## GENERAL PHYSICAL REQUIREMENTS

Light physical activity performing non-strenuous daily activities.

Do Not Enter  
0 %

## VISION REQUIREMENTS

No vision Requirements

Do Not Enter  
0 %

WORK ENVIRONMENT

	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			
Extreme cold (non-weather)			
Extreme heat (non-weather)			
Outdoor weather conditions x			
Work near moving mechanical parts			
Work in high, precarious places			
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)			
Toxic or caustic chemicals			
Work with explosives			
Risk of electrical shock			
	Under 1/3	1/3 to 2/3	Over 2/3
Vibration (i.e. operating jackhammer, impact wrench)			
Risk of radiation			
Confined Spaces			

ENVIRONMENTAL CONDITIONS

Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

Do Not Enter  
0 %

TYPICAL NOISE LEVEL

Moderate noise (examples: business office with computers and printers, light traffic)

Do Not Enter  
0 %

ADDITIONAL INFORMATION

Employee Statement of Understanding

As an employee, I will strive to uphold the mission and core values of Grinnell College. I understand that my work and my presence contribute to the teaching and learning environment. I have read and understand the job description for my position and I am able to perform the essential functions of this position as stated. I agree to comply with college policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law, unsafe work environment or practices, sexual harassment, discrimination, or other misconduct to a supervisor or other designated college official. I further understand that should I have a workplace injury, I will report it to my supervisor and/or the Office of Human Resources promptly.