

# University of Northern Colorado

## Vacancy Announcement

Position Title:	Employer Relations Coordinator
Position Number:	E99857
Minimum Requirements:	<p>Position requires Bachelor's Degree in Business, Mass Communications, Public Relations, English or related field from an accredited college or university.</p> <p>Position requires experience in employer relations, public relations, recruiting or related field.</p> <p>Knowledge of: Higher education concept and purpose; world of work, business, economy, labor and employment trends. Intricacies and nuances involved in building positive relationships with organizations; recruitment processes for attaining employers in all career fields to hire designated audience.</p> <p>Skillful at: Communicating clearly and concisely both verbally and in writing, detecting and correcting a variety of writing problems. Operating basic office equipment.</p> <p>Ability to: Understand, adhere to and communicate UNC's mission, objectives and policy, becoming progressively familiar with all its aspects. Perceive and establish long-term goals, generate original ideas, establish criteria, formulate projects and assess program effectiveness. Prioritize, organize and focus on several projects simultaneously, be self-motivated and deadline-conscious. Create solutions, plans or approaches to fit individual cases. Work independently, and cooperatively with a variety of people. Work with organizations for fundraising purposes.</p>
Preferred Requirements:	Master's Degree in Business, Marketing, Human Resources, Mass Communications, Public Relations. Experience in working with diverse populations. Experience in program development and direction, human resources, or experience in employer relations or event planning in a higher education setting
Position Description:	Position conceptualizes, plans, directs, oversees and executes a comprehensive public relations effort to enhance the Employer Relations and Internship program for the benefit of UNC students, using long-term and short-term goals, evaluating program results, conducting employer site visits and revising methods and procedures necessary to meet the following objective: Position initiates, establishes, cultivates and strengthens positive relationships between UNC and representatives of high-quality organizations (corporations, health-care institutions, K-12 public/private schools, camps) on a daily basis, persuading them to recruit UNC students for internships and jobs.

Salary and Benefits:	Salary is commensurate with qualifications and experience. Benefits may include health, life, and dental insurance, as well as a selection of several defined contribution retirement programs. Dependents and Spouses of UNC Employees who are employed as .5FTE or above are entitled to and eligible for Dependent Tuition Grants. These tuition grants will cover instate tuition charges. Further requirements may exist. Other benefits may be available based on position.
Requested Start Date:	08-11-2008
Application Materials, Contact, and Deadline:	In addition to resume and cover letter, applicant must submit three (3) professional references.  Position open until filled, however a review of applications will begin on July 15th.
Additional Requirements:	Satisfactory completion of a background check, educational check, and authorization to work in the United States is required after a conditional offer of employment has been made. If a degree is required, original transcripts must be submitted within one (1) month of hire.
Location and Environment:	The University of Northern Colorado is a research intensive institution enrolling 12,000+ graduate and undergraduate students. The university, founded in 1889, is located in Greeley, Colorado, which has a growing population of 80,000 and is situated an hour north of Denver and 55 miles east of the Rocky Mountains. Further information about UNC and the City of Greeley is available at <a href="http://www.unco.edu">http://www.unco.edu</a> .
Additional Information:	This position is contingent on funding from the Colorado State Legislature, approval by the Board of Trustees, and subject to the policies and regulations of the University of Northern Colorado. Federal regulations require that the University retain all documents submitted by applicants. Materials will not be returned or copied for applicants.
Posting Link:	<a href="http://careers.unco.edu/applicants/Central?quickFind=50461">careers.unco.edu/applicants/Central?quickFind=50461</a>