



**GONZAGA UNIVERSITY POSITION ANNOUNCEMENT**

***Employer Outreach Director***  
**Career Center**

<b>HUMAN RESOURCES OFFICE</b>	<b>414 E. SHARP AVENUE</b>	<b>SPOKANE, WASHINGTON</b>
<b>PHONE: (509) 323-5996</b>	<b>FAX: (509) 323-5813</b>	<b>WEBSITE: <a href="http://www.gonzaga.edu/employment">www.gonzaga.edu/employment</a></b>

<b>OPEN DATE:</b>	<b>December 7, 2006</b>
<b>CLOSE DATE:</b>	<b>Open Until Filled, review of applications begins Jan. 12, 2007</b>
<b>POSITION NUMBER:</b>	<b>PA06.67</b>
<b>DEPARTMENT</b>	<b>Career Center</b>
<b>CLASSIFICATION</b>	<b>Exempt/ 37.5 hours per week/ 12 months per year</b>
<b>HIRING SALARY</b>	<b>Depending on qualifications</b>

**JOB PURPOSE:**

- Strategically identify major prospective employers for Gonzaga University students and alumni and cultivate employer relations with organizations in Seattle, Portland, Spokane Region, and other highly desirable strategic areas.
- Develop a sustained career related partnership to increase and enhance quality of internship, employment and shadowing opportunities for Gonzaga University students and alumni with local, regional, and national companies and organizations.
- Increase employers' awareness of exceptional Gonzaga University students and graduates to maximize on-campus visits, employer receptions, employer excursions, job postings, recruiting and ultimately increasing hiring by choice employers.
- Analyze industry trends and hiring probability numbers from companies/ organizations, in relationship to number of available students and alumni seeking job and internships and match qualified applicants with prospective employers and employment opportunities.
- Collect, update and report salary and hiring projections from choice employers.
- Identify how hiring decisions are made and recommend most effective way to interact with company hiring officials.
- Teach job outlook and job search strategy workshop and serve as career coach to student needing market information and company contacts.

**ESSENTIAL FUNCTIONS:**

- Working with employer relations committee of Career Center Advisory Board.
- Actively follow up and build relationships to develop job and internship prospects from referrals/leads from University Relations – chapter program, Treks, and UR field officers, parents, community members and alumni, parents and designated academic areas.
- Serve as primary Career Center contact with potential donors/sponsoring organizations in assisting organization meet hiring needs and facilitation of professional relationship.
- Implement strategies for identifying, recruiting and maintaining corporate relationships to increase employment opportunities for Gonzaga University students and alumni. Follow up with choice employers, parents and community members interested in hiring and partnering with Career Services.
- Prepare reports on that track job market demand, utilization of career services, trends in recruiting, job offer data (hiring results and salary data) for academic departments.
- Develop relationships with faculty to effectively partner with employers seeking qualified talent.
- Meet with students and alumni to address individual career/professional development needs as well as present workshops on career and professional development topics.
- Prepare and implement professional and timely communications, marketing and appropriate response to employers and high profile contacts.
- Serve as liaison with new alumni chapters to initiate employer/career services relationships.
- Initiate on-campus and on-site employer information sessions, excursions with organizations offering scholarships, employer receptions, and other programs/events to facilitate employer student/alumni career connection.

- Work in conjunction with other Jesuit University Career outreach staff to identify key employers seeking graduates from Jesuit University network.
- Attend meetings on campus and off campus, conferences and workshops and participate in employment related functions hosted on and off campus.
- Assist the Director, Associate Director, Internship Specialist, Recruiting Coordinator and other staff with special projects regarding employer outreach and employment trends.
- Performs other duties as assigned in support of Gonzaga's mission.

**SUPERVISION GIVEN/RECEIVED:**

Position reports to the Career Center Director, and will collaborate with Associate Director, Internship Specialist and all Career Center staff. Supervision of graduate assistants, work study students and career center representatives as designated.

**PHYSICAL DEMANDS:**

Functions are performed sitting but may involve some amount of time standing, stooping, kneeling, bending, lifting, walking, carrying, and reaching, while filing and performing other duties. Extensive wrist and hand movements for computer keyboard, and calculator. Ability to be mobile campus wide for appropriate business needs.

**REQUIRED QUALIFICATIONS:** *Applicants must meet the required qualifications and be able to explain or demonstrate how they can perform the essential functions of the position, with or without reasonable accommodation.*

- Master's Degree in Business, Human Resources, Communications or related field.
- 5+ years experience in communications, marketing, human resources, promotion, recruiting or public relations.
- Experience as a high level hiring official, experience working with upper management, public and internal relations.
- Ability to understand and articulate the mission and values of the Career Center.
- Demonstrated ability to interact effectively with students, public, and high level professionals and/or corporate executives.
- Demonstrated abilities in interpersonal relations, organization, management, communication, and problem solving, oral and written communication and presentation skills.
- High energy, enthusiasm, flexibility and ability to deal with multiple priorities.
- Demonstrated ability to work independently and as a team.
- Ability to travel regularly.

**DESIRED QUALIFICATIONS:**

- Public sector experience, private or nonprofit sector experience in management, marketing and/or human resources.

***APPLICATION PROCEDURE:***

TO BE CONSIDERED AN APPLICANT FOR THIS POSITION, THE FOLLOWING APPLICATION MATERIALS MUST BE RETURNED TO HUMAN RESOURCES, 414 E. SHARP AVENUE, SPOKANE, WASHINGTON 99258-0080 BY 4:00 PM ON THE CLOSE DATE. **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. MEETING THE MINIMUM REQUIREMENTS DOES NOT GUARANTEE AN INTERVIEW.**

] **NON-FACULTY APPLICATION** – WITH ALL SECTIONS COMPLETED.

] **COVER LETTER** – DETAILING WHY YOU ARE INTERESTED IN THIS POSITION AND HOW YOU MEET THE MINIMUM QUALIFICATIONS.

] **CURRENT RESUME**

] **NOTICE OF INTENT**

APPLICANTS NEEDING REASONABLE ACCOMMODATIONS TO COMPLETE THE APPLICATION OR HIRING PROCESS SHOULD CONTACT THE HUMAN RESOURCES OFFICE AT (509) 323-5996.

*The security of all members of the campus community is of vital concern to Gonzaga University. Information regarding crime prevention advice, the law enforcement authority of Campus Security, policies concerning the reporting of any crimes which may occur on the campus, and the crime statistics for the most recent 3-year period may be requested from the Gonzaga University Campus Security Department, 502 E Boone MSC 2468, Spokane, WA 99258. Telephone (509) 323-4150.*

**GONZAGA UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION, TITLE IX  
SECTIONS 503 AND 504 EMPLOYER COMMITTED TO DIVERSITY**