



## **DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION**

<b>Position Title:</b>	Associate Director for Employer Relations and Internship Development
<b>Personnel Classification:</b>	Professional Staff, Full-time, Twelve-month -- Exempt
<b>Department:</b>	Student Life
<b>Position Supervisor:</b>	Director of the Wackerle Center for Career, Leadership and Fellowships
<b>Department Heads:</b>	Associate Vice-Presidents of Student Life and Co-Deans of Students

**Position Summary:** Responsible for increasing internship opportunities for students, and for creating and coordinating career events and programming. Develop and maintain relationships with local, regional, national, and international employers, as well as our alumni network, to increase recruitment and career outcomes of the College's students and recent graduates. Provides quality career/vocational guidance and information to undergraduate and adult students through individual counseling, workshops and seminars.

**Duties and Responsibilities:** Exercising discretion and independent judgment, duties and responsibilities may include but are not necessarily limited to the following:

1. Initiate and build partnerships with employers to support the student and alumni opportunities for internships, full and part-time hiring needs and to connect employers for events.
2. Develop, implement and evaluate all aspects of the College's internship program.
3. Maintain a database of local and national companies and organizations for prospective participation in the internship program. Facilitate their participation on Handshake.
4. Approve all internships postings on Handshake and communicate with employers.
5. Create and coordinate career events and related programming such as Career Fair and On-Campus Recruiting including planning, marketing, venue set up/ breakdown logistics, invoicing, hosting, catering.
6. Manage evaluation and assessment process: creates/updates survey instruments, compile data and initial analyses, and apply results to future career experience related events.
7. Assist students with obtaining internships that enhance their overall academic experience and work with academic departments who require internships for degree completion.
8. Work collaboratively with faculty and academic departments to identify and promote internships for specific majors.

9. Develop and maintain an internship manual and promotional materials and update as needed.
10. Maintain database administration for the purpose of internship tracking and reporting.
11. Research appropriate websites and resources to support the internship program.
12. Plan and conduct internship workshops and other informational programs.
13. Participate in CCCIllinois and other professional programs as a representative of Monmouth College when appointed.
14. Contribute to the implementation and marketing of Handshake to students, faculty and staff, and employer partners.
15. Assist in managing Handshake (college profile, job and employer approval, event management, calendar sync, and student data updates).
16. Participate with the other members of the Wackerle Center staff in the design, implementation and evaluation of the Wackerle Center programs.
17. Assist with office outreach to students.
18. Assist with the collection of data for the first destination graduation survey.
19. Present to various Admission groups.
20. Assist students with post-graduate career related decisions including graduate and professional school placement.
21. Other duties as assigned.

**General Expectations of Position:** Conduct is expected to be professional and courteous, reflecting Monmouth College in a positive light. Likewise, duties and responsibilities are to be carried out in a manner that promotes and is consistent with the intrinsic goals of the College. Regular and predictable attendance on the job as assigned is an essential function of the position. Work additional time (weekends and evenings) as necessary to successfully carry out all position responsibilities and achieve program goals and results. Some travel required. All requirements are subject to change with possible modifications made to reasonably accommodate individuals with disabilities.

**Work Relationships:** Reports to the Director of the Wackerle Center for Career, Leadership & Fellowships and through the Associate Vice-President of Student Life and Co-Dean of Students and the President. Works directly with other members of the Student Affairs staff. Has daily contact with students, staff, faculty, and persons outside the campus community.

**Education, Experience and Certification:** Bachelor's degree required. Master's degree in Business Administration, Human Resource Management, College Student Personnel or related field preferred or progressive work experience in related field. Working knowledge of potential compensation requirements, tax considerations and risk-exposure mitigation associated with internship programs and individual internship arrangements.

**Skills, Knowledge and Abilities:** Ability to plan, implement and evaluate complex tasks and procedures. Excellent organizational and communication skills. Willingness and ability to work well in a collaborative environment with all campus and associated constituencies. Knowledge of applicant tracking systems a plus. Ability to maintain confidentiality.

**Additions, Amendments and Deletions:** The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, or the President. Prior review by the Personnel Office should be completed in advance of such changes.

**Distribution:** One (1) copy of this document will be provided to both the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.