



**Assistant Director/Student Internship and Job Developer
GRIFF Center for Academic Engagement**

Canisius College is accepting applications for an Assistant Director/Student Internship and Job Developer for the Griff Center for Academic Engagement. The goal of the Griff Center is to provide students with the academic support and assistance they need to become successful lifelong learners. This position is responsible for advising students, job development, maintaining employer relations, promoting the internship program, developing and delivering training sessions, and reporting on internships and job placements. The Assistant Director/Student Internship and Job Developer will foster relationships and collaborate with key partners across campus and the external business community. This is a full-time position which reports to the Assistant Vice President/Director of the Griff Center.

Responsibilities:

- Implement, enhance, and manage employer partner policies and procedures, conduct program assessment and evaluation, and participate in strategic planning to promote employer outreach.
- Ensure all efforts are coordinated by communicating with employers' relationship managers.
- Assess, develop, and implement a recruiting strategy for each employer, while ensuring that a range of academic departments are being represented.
- Work with academic departments to ensure that employer partnerships are not duplicated and the specific academic disciplines are supported in the area of outreach and management.
- Recruit and steward employer partners; assist employer partners with the development of internship and description; ensure fair and legal hiring practices.
- Coordinate all aspects of the On-Campus Recruiting Program including employer information sessions (manage employer schedules, secure space, market OCR jobs to student through electronic and print media, host employers while on campus, summarize program data and outcomes, collect employer feedback, etc.).
- Maintain an on-line system for internship/job postings, resumes, and recruiting activities serving students and alumni.
- Develop and monitor systems that match students with internship opportunities.
- Educate faculty and students about the role of internships and the pathways that may be available beyond the classroom.
- Provide career advising and internship informational sessions for all students who are seeking internships.
- Educate students about proper networking protocol; review students resumes and cover letters; and teach effective internship/job search techniques.
- Promote greater understanding and visibility of various career options among students and alumni.
- Write and edit recruiting and job search-related publications, including articles, web content, and student handouts.
- Monitor, respond, and promote constituent engagement on social media platforms like Facebook, Twitter, and LinkedIn.
- Provide students with comprehensive programs, services, and resources to support student academic and career success and a transformative learning experience.
- Other duties as assigned.

Education and Experience Required:

- Master's degree in related field.
- Minimum of three years' experience in higher education or internship/job development.

Knowledge/Skills/Abilities Required:

- Demonstrated ability to successfully collaborate with and engage faculty, administrators, employers and students.
- Strong writing skills and attentiveness to detail.
- Excellent oral and interpersonal communication skills.
- Proven ability to deliver effective and informative presentations.
- Excellent customer service.
- Demonstrated time management and organizational skills, with the ability to manage multiple projects within firm schedules.
- Excellent decision-making skills.
- Ability to work independently with minimal supervision.
- Experience developing and executing assessment plans to improve service delivery.
- Ability to attend weekend and evening events as required.
- Willingness to travel as required.
- Demonstrated proficiency with information technology (maintaining databases and recruiting systems, web-based research, etc.).
- Demonstrated proficiency using Microsoft Word, Excel, PowerPoint.
- Experience with and commitment to working with diverse populations.
- Demonstrated ability to manage multiple Social Media platforms.

To apply, please send your letter of application and resume by October 17, 2014, to Human Resources at hr.recruiter@canisius.edu (please put INTERNSHIP in subject line) or 2001 Main Street, Buffalo, NY 14208.

Canisius College, a Catholic and Jesuit university, is an independent, co-educational, medium-sized institution of higher education. Minority candidates strongly encouraged to apply. Canisius College is an Affirmative Action/Equal Opportunity Employer.