

Outreach and Industry Relations Coordinator

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Please see Special Instructions for more details.

To ensure full consideration, applications must be received by May 7, 2018. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants. When applying you will be required to attach the following electronic documents: 1) A resume/CV; and 2) A cover letter indicating how your qualifications and experience have prepared you for this position. 3) A diversity statement indicating how your skills and experiences have prepared you to contribute towards making the College a more inclusive and diverse environment. You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process. For additional information please contact: Julie Brandis at Julie.Brandis@oregonstate.edu. OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

Position Details

	Position Information
Department	Sch of Mech/Ind/Mfg Engr (EMM)
Position Title	Coordinator-Ext Relations
Job Title	Outreach and Industry Relations Coordinator
Appointment Type	Administrative/Professional Faculty
Job Location	Corvallis
Position Appointment Percent	100
Appointment Basis	12
Faculty Status	Regular
Tenure Status	Fixed-Term
Pay Method	Salary

Recommended Full-Time Salary Range \$50,000 - \$71,000

The School of Mechanical, Industrial and Manufacturing Engineering is seeking an Outreach and Industry Relations Coordinator. This is a full-time (1.00 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the School Head.

Position Summary

The School of Mechanical, Industrial and Manufacturing Engineering (MIME) School Head's office is the central administrative unit for overall school leadership and management. The mission of the School of Mechanical, Industrial, and Manufacturing Engineering is to provide a comprehensive, state-of-the-art education to prepare our students for professional and responsible positions with industry, government agencies, and academia. The purpose of the Outreach and Industry Relations Coordinator (OIRC) is to help the school develop and maintain strong communications with industry as a part of an overall advancement model in support of the school's mission. The position will be 1.0 FTE, 12-month fixed term. The individual in this OIRC position will perform a variety of duties within the School with a focus on three main areas:

- (1) Meaningful Engagement
- (2) Industry Relationships, and
- (3) School Promotion.

The successful candidate will work closely with the School Head. The work performed in this position is highly sensitive and confidential, both in verbal and written form. Ethical conduct is essential. Any breaches to this confidentiality could be detrimental to the School, faculty, students, our industry partners or others. The successful candidate will be required to make independent administrative decisions that positively impact the School. Self-motivation is essential.

Position Duties

30% Promote the School of MIME with target audiences: Work and collaborate with Marketing and Communications Staff to plan and execute communications targeted at industry audiences via academic conferences, press and publications, industry and professional meetings, etc. Work with School Head and Development Staff to promote Alumni by identifying those eligible for awards (e.g., Oregon Stater, 35 by 35 Awards). Work with other industry relations personnel in the COE to keep industry contacts current and accessible (Salesforce is the platform). Promote

faculty through industry awards and expert speaker opportunities. Help support MIME Welcome Event, Undergrad Design Expo, Grad Research Showcase, etc. Work within the OSU brand governance system to ensure cohesive internal and external branding through marketing, communications and media efforts.

25% Cultivate and manage employer relationships: Execute on events to advance these relationships, often in partnership with other schools, OSU Career Development Center, COE Career Development Center, and other campus units.

20% Develop and maintain meaningful engagement opportunities:
Promote the School of Mechanical, Industrial, and Manufacturing Engineering and connect to our alumni through meaningful engagement events (e.g., speaker series, class visits, panel discussions); help industry connect with MIME societies, organizations, and clubs; work with faculty and external contacts to recruit sponsors for Senior Design and Capstone Projects, etc.

20% Cultivate and manage industry relationships: Identify advisory board members; recognize industry donors; work with School Head to plan and produce Industry Advisory Board Meetings; prospect industry contacts, welcome visitors, help industry connect with faculty and other campus resources, create and coordinate visitor agendas, reserved parking, route job postings, process equipment donations, etc.

5% Other Duties

As assigned by the School Head

- Bachelor's degree in field related to the position description
- Strong commitment to excellent customer service
- Experience and demonstrated professionalism working with internal and external audiences, volunteers, students, and other stakeholders
- Ability to work in a team environment both as a leader and contributing member
- Success in facilitating connections and relationships
- Commitment to promoting diversity and inclusiveness with all audiences
- Capacity to develop, implement and evaluate complex

Minimum/Required Qualifications

initiatives and projects

- Ability to maintain confidentiality, discretion and professionalism
- Quality written and communication skills
- Strong decision-making skills, including setting priorities and managing multiple projects/activities/deadlines
- Ability to cultivate and manage relationships with both internal and external stakeholders
- Ability to direct, produce and promote meetings and events to meet strategic objectives
- Experience working in higher education, industry relations or related experience.
- Ability to foster and develop relationships
- Experience directing, producing and promoting meetings and events to meet strategic objectives.
- Ability to promote MIME achievements to its audiences
- Experience Salesforce, or constituent relationship management platforms/databases.

Preferred (Special) Qualifications

**Working Conditions / Work
Schedule**

This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.

No

Posting Detail Information

Posting Number

P02023UF

Number of Vacancies

1

**Anticipated Appointment Begin
Date**

06/01/2018

**Anticipated Appointment End
Date**

Posting Date

04/06/2018

Full Consideration Date

05/07/2018

Closing Date

07/01/2018

**Indicate how you intend to recruit
for this search**

Competitive / External - open to ALL qualified applicants

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Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter
3. Diversity Statement

Optional Document