**External Relations Manager**

**Please see Special Instructions for more details.**

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. 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: Amanda Cordes; amanda.cordes@oregonstate.edu Starting salary within the salary range will be commensurate with skills, education, and experience. 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. This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement. To ensure full consideration, applications must be received by 02/19/18. 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.

**Position Details**

**Position Information**

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| **Department** | Career Development Ctr (MSA) |
| **Position Title** | Coordinator-Student Program |
| **Job Title** | External Relations Manager |
| **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** | $36,228 - $61,560 |
| **Position Summary** | The Career Development Center is seeking a External Relations Manager. This is a full-time 1.0 FTE, 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Director.  The External Relations Manager creates and manages multiple engagement programs for student and external partner engagement. This position establishes and facilitates relationships with external partners including but not limited to employers, alumni, parents, and friends of the university.  The office of The Career Development Center (CDC) supports the University, its students and alumni by providing guidance, education and opportunities to identify and reach professional goals. The CDC works with employers and external partners to provide OSU students and alumni access to exceptional career opportunities.  The External Relations Manager contributes to the overall operation of the CDC through working collaboratively to create, manage and build external partner programming, such as company visits, job shadows, or on campus opportunities. This position builds and maintains relationships with employers, alumni, parents and other external partners in order to develop strong partnerships and increase excellent employment and experiential learning opportunities for students at Oregon State University. This position provides excellent customer service, education regarding access and use of electronic resources (e.g., CDC specialized software), and interpretation of ethical and legal policies related to working with The Career Development Center and OSU. This position will create and present content relevant to their program to various on campus groups, students, and on and off campus constituents.  This position serves as direct contact for employers and others (e.g., academic faculty) who are involved in facilitating student and external partner engagement. Must work as part of a team and with respect for a diverse set of clientele. |
| **Position Duties** | 40% Program Development:  Develop, manage and maintain collaborative employer engagement programs on behalf of the University, divisions, colleges and units, which may include job shadowing, off campus company visits, mentorship, on campus engagement strategies, etc.  Develop and execute policies, processes, and successful campus integration strategy for each program.  Develop, maintain and document excellent communication channels with external partners and other key constituencies with the goal of increasing program participation.  Develop and conduct on­going goal­setting, assessment and evaluation of program and external partner activities to support program outcome and benchmarking Modify and improve programs, support and services to facilitate Institutional and external needs.  Pursue innovative strategies for connecting external partners and students.  40% External Partner & On Campus Relationship Management Facilitate and participate in on-campus visits for external partners.  Consult with internal and external stakeholders on recruiting and on campus engagement options, participation in events and strategies to develop, build and maximize recruiting success.  Establish new and facilitate strong current relationships with external partners through excellent and informed customer service and education on behalf of OSU and The Career Development Center.  10% Lead Work:  Participate in hiring, supervising, and providing lead work to undergraduate students hired to work with External Relations, including interviewing, creating recruitment materials, providing training, regular feedback, developing projects etc.  5% Professional Development and Research:  Develop learning goals and pursue professional development.  Research External Relations processes and procedures at other universities and professional associations to increase effectiveness at OSU.  Contribute to The Career Development Center web presence.  5% Other duties as assigned:  Attends and participates in Student Affairs meetings, programs, events, and initiatives.  Represents OSU or Student Affairs on University and Community committees. |
| **Minimum/Required Qualifications** | Bachelor’s Degree. 2 years of administrative or professional work at full performance level.  Demonstrated experience developing and engaging strategic partnerships with external stakeholders. Experience developing and assessing programs.  Excellent customer service skills.  Working knowledge of desktop software including Microsoft Office Suite.  Excellent oral, written and interpersonal communication skills. Demonstrated commitment to promoting and enhancing diversity. Ability to develop and maintain positive and professional relationships.  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.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030. |
| **Preferred (Special) Qualifications** | Experience in academics, career services or business recruiting.  Work experience requiring report development, correspondence and set up, maintenance and use of databases. |
| **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.** | Yes |

**Posting Detail Information**

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| **Posting Number** | P01884UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 04/02/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 01/29/2018 |
| **Full Consideration Date** | 02/19/2018 |
| **Closing Date** | 02/26/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions 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.  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: Amanda Cordes; amanda.cordes@oregonstate.edu  Starting salary within the salary range will be commensurate with skills, education, and experience.  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.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement.  To ensure full consideration, applications must be received by 02/19/18. 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. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* Provide details on a program you have developed and managed. How did you set goals and achieve and define success?

(Open Ended Question)

1. \* What are your top priorities when developing relationships with external partners?

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Other Document 1 (see Special Instructions)