



University Relations Manager

Reports To: National Director Talent Management & Head STEM Initiatives

FLSA: Exempt, Full-time

Location: Any Location, US

Salary: \$50,000 - \$60,000

DESCRIPTION

This position is responsible for developing and facilitating Regional College recruiting initiatives to include sourcing applicants, training, coaching and providing candidates for the next step in the placement process. Develop strong relationships at key universities, which will aide INROADS in developing strategic collaborations beyond recruiting. To apply, send your resume and optional cover letter to jgolden@INROADS.org.

KEY RESPONSIBILITIES

- Work with National Director Talent Management & Head STEM Initiatives to develop recruitment plans, which includes management of assigned two-tier institutions.
- Work with National Director Talent Management & Head STEM Initiatives, Regional Programs Directors and SAM in developing and executing recruiting support.
- Assist National Director Talent Management & Head STEM Initiatives with data analysis and interpretation to determine potential prospective INROADS Talent.
- Act as the lead supporter for regional managers to coordinate planning and assist with regional recruitment activities.
- Develop and implement sourcing strategies, including internet recruiting, referral generation, advertisement placement, posting positions, cold calling and networking to develop a qualified pool of candidates.
- Routinely track status of candidates identified and referred.
- Report recruitment activity and outcome to National Director Talent Management & Head STEM Initiatives.
- Maintain personal contacts, correspondence and telephone calls to follow up with prospective candidates.
- Facilitate recruitment orientation, information and Candidate Preparation Sessions virtually and/or in person.
- Develop effective partnerships with universities, professional and community groups.
- Provide training as needed to regional team on recruiting best practices.
- Maintain recruitment activities in accordance with allowed budget.
- Maintain current data in organization's database system, Sugar CRM (iCRM), of institutional and community contacts.
- Other duties as assigned and directed by National Director Talent Management & Head STEM Initiatives.

QUALIFICATIONS

- Bachelor's Degree is required.
- Minimum 5 years' experience, with 3 years' recruiting experience in an educational, corporate or nonprofit environment.
- Comfortable speaking to large groups and individuals at all levels.
- Experience in project management.
- Must be able to work a flexible schedule to include some evenings and weekends 30% of the time.
- Minimum 65% travel required during the recruitment blitz season (August – March).
- Must occasionally lift and carry up to 40 pounds with or without reasonable accommodations.
- Proficient in Microsoft Office.
- Must demonstrate experience as a proactive problem-solver.
- Must be goal-oriented.

Other Key Skills/Knowledge

- Prior work experience involving college and high school students preferred.
- Previous work experience with underrepresented groups preferred.
- Excellent marketing and customer relations skills.
- Ability to sell concept of INROADS.
- Highly organized.
- Ability to work independently in a focused manner, as well as in a team environment.
- Ability to handle multiple tasks and priorities with accuracy and timeliness.
- Ability to analyze and apply data.
- Must be flexible and able to competently handle recruitment responsibilities within deadlines.
- Spanish-speaking skills desired.
- Experience working in a virtual/remote management environment.
- Ability to operate general office equipment and laptop.

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