Join the UF Career Resource Center team and get ready to change lives by helping UF students and alumni find their perfect job!

The incumbent will assist with programmatic outreach to new and inactive employers for the purpose of creating employment and educational opportunities for University of Florida (UF) candidates. Assist in the implementation and assessment of the national focused employer outreach strategic plan. Create and implement employer education webinars and program modules to educate new and inactive employers in order to increase employment connections and educate about the UF student population. Conduct outreach and establish partnerships with national employers to establish or strengthen recruitment and educational connections for UF candidates. Work with the Assistant Director for Employer Development (national) to create and conduct presentations to employers, students, and campus partners to support the CRC. Assist with career fairs and career-related events, college liaison activities, and the development and implementation of programmatic goals for the Employer Relations Team in support of the overall CRC mission and goals.

QUALIFICATIONS
Must be an accepted degree-seeking graduate student (either current or newly admit for Fall 2015) at the University of Florida. The ideal candidate should have interests in higher education, career education, project/event management, and/or marketing. Preferred candidate will show proficiency with technology (i.e., Excel, Word, PowerPoint, video conferencing software) and evidence of providing quality customer service.

This position is for one year starting in August 2015 and ending April 2016.

JOB FUNCTION