



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

POSITION #H00455

Date: 06.11.24

## PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Part-time Recruiting Coordinator\*

\*Part-Time/non-benefited.  
Maximum 19 hours per week

DEPARTMENT:

Career Development, Gabelli School of Business

CAMPUS:

Lincoln Center

### POSITION SUMMARY:

Reporting to the Director of Corporate Partnership & Recruiting, the Recruiting Coordinator will support the Recruiting & Outreach team in using established University connections and helping develop new leads to expand the Gabelli School's relationships with companies and organizations inside and outside New York City, with the end goal of creating job, internship, and enrichment/engagement opportunities for business students. They support the Director in coverage responsibility for all sectors and are a key player on a small Recruiting & Outreach team charged with delivering across all industries.

### ESSENTIAL FUNCTIONS:

- Works closely in developing and executing the strategic plan for significantly expanding the portfolio of companies recruiting Gabelli School students.
- Updates internal database by adding contacts & employers, adding recruiting opportunities, and managing network postings. Adding events into an internal database which includes creating presentation slides for events and assisting with updates to workshop presentations.
- Maintains an ever-expanding portfolio of employers who hire Gabelli School students and otherwise engage students for career-related purposes, focusing on specific business fields.
- Acts proactively in supporting the Director in pursuing partnerships based on assessments of student needs, knowledge of growth industries, and insight into companies that have gone untapped.
- Maintains and constantly re-evaluates corporate partnership opportunities available in each sector. Confers regularly with the team on where to target our approach for maximum effectiveness and student benefit.
- Works as part of the Recruiting & Outreach team to execute on-campus recruiting events and to deliver a positive experience for recruiters.
- Regularly monitors employer engagement and satisfaction, seeking feedback after each recruiting season through surveys and other mechanisms.
- Continually explores and responds to requests for non-hiring-specific relationship-building opportunities for potential employers.
- Seeks and maintains current information on hiring trends and themes in his or her assigned industries and keeps colleagues informed of developments.
- Assists in maintaining and updating marketing collateral/other material used in corporate outreach.
- Assists in the recruitment function under the guidance of the Recruiting and Outreach team.
- Acts as the event manager for all Career Development employer and alumni programming and participates in student programming and other Career Development activities as needed.

### QUALIFICATIONS:

- High School Diploma or equivalent required; Bachelor's Degree preferred.
- Interest and/or track record in recruitment, event management, business development, which could include university employer relations, development/advancement, industry sales and marketing, or corporate HR and recruiting.
- Demonstrated capacity to produce results against established metrics.
- Collaborative, team-oriented approach; Relationship-builder with ability to foster partnership and collaboration.
- Creative, high energy, and an affinity for using novel approaches and technology to improve results.
- Excellent interpersonal, organizational, presentation and communication skills.
- Attention to detail is critical.
- Positive attitude with high standard of integrity, professionalism, motivation, persistence, and follow through.
- A strong desire to advance the cause of undergraduate and graduate business students and create new opportunities.
- Knowledge of and commitment to the goals of Jesuit Education

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SALARY:

Minimum Salary: \$25.00/Hour  
Maximum Salary: \$30.00/Hour

NOTE:

Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY:

Non-exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

[mpiriz@fordham.edu](mailto:mpiriz@fordham.edu)