

**Assistant/Associate Director of Employer Relations  
Vandiver Center for Career Development**

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**Summary:** Queens University of Charlotte's Vandiver Center for Career Development ensures that students acquire the skills, resources, and connections to succeed upon graduation. Reporting to the Executive Director of Career Development, the Assistant/Associate Director assists with the implementation, execution and assessment of an employer relations plan that supports student and alumni employment. The Assistant/Associate Director's efforts will directly impact Queens' five colleges and schools, and other units on campus. Together with the Executive Director, the Assistant/Associate Director regularly works with employers, deans, faculty, staff, students, alumni, and various administrative units to deliver programming and resources. Job title and compensation is commensurate with experience and background. *This full-time, benefits-eligible position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

**Essential Duties and Responsibilities**

- Support the implementation, execution, and assessment of an employer relations plan.
- Plan, market and execute on-campus recruiting events and other programming.
- Develop and maintain internal and external stakeholder relationships and partnerships.
- Provide career advising to students and alumni.

**Secondary Duties and Responsibilities:**

- Other duties and special projects may be assigned to meet department and university needs.

**Experience, Knowledge and Skills Required**

- 3+ years of direct experience in career services within higher education, university recruiting or related field.
- Client relations and account management experience.
- Ability to interpret and analyze qualitative and quantitative data.
- Experience in developing and using measurements of success for programs and initiatives.
- Knowledge of trends in diverse employment sectors.
- Skills in event planning and program management.
- Ability to connect with and effectively interact with employers, students, faculty, parents, staff, administrators, and in public settings; public speaking skills are essential.
- Ability to work well individually and in team settings.
- Strong computer skills, including Microsoft Office 2019.
- Ability to exercise sound judgment in unusual/new situations, and discernment around when to escalate for assistance.
- Ability to work effectively with a diverse population.
- Exceptional organizational skills and the ability to efficiently prioritize competing demands.
- Excellent attention to detail.
- Bachelor's degree or the equivalent in experience and education. Master's degree preferred.

## Application Process

Qualified candidates should submit the documentation listed below via email to [hr@queens.edu](mailto:hr@queens.edu) in (.doc) or (.pdf) format. Incomplete applications will not be considered. Queens will continue to accept applications until the position is filled. Include the following:

1. A cover letter addressing the position qualifications and experience
2. Current CV or résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include “AAD-ER” and **YOUR NAME** in your email Subject Line.  
(**Example:** AAD-ER Shawn Mullin)

**Applications received by August 19, 2021**, will receive first consideration. Queens will continue to accept applications until the position is filled.

### About Queens University of Charlotte

Located in the heart of the nation’s second fastest growing metropolitan area, Queens University of Charlotte leverages the city’s diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world’s most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve

their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

**Benefits**

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

**Physical Requirements** (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations, and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

**Work Conditions**

- Work in office environments, involving contact with employers, faculty, staff, students, parents, service providers and vendors.

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- Work has deadlines, interruptions, and may be stressful at times.
- Must be willing to participate in limited travel.
- The nature of this position requires the willingness and ability to occasionally work in the evening or on a weekend to accomplish objectives of the position or support department initiatives.

*This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.*