

**PROFESSIONAL POSITION DESCRIPTION**

**Position Title: Career Liaison**

**Division: Corporate Engagement**

**Department: Career & Employment Hub**

**Location: Office on the Portland campus with expectation of work/service in Portland, Gorham and LAC**

**Schedule: Regular, full time, with nights and weekends as required**

**Reports to: Manager, Career & Employment Hub**

**STATEMENT OF THE JOB:** This position is the primary liaison between the Career & Employment Hub and the designated academic unit and is responsible for working closely with strategic partners and creating a culture of collaboration among a variety of stakeholders. This embedded Career Liaison position will develop successful partnerships that connect business, employers, students, alumni, to the academic unit and the Career & Employment Hub. This position will work with employers and potential employers to identify and increase career-related experiential learning opportunities, e.g. co­ops, internships, volunteer, and summer employment. In addition, this position will help students to engage with other entities on campus that support high-impact experiential learning, such as service learning, study abroad and credit bearing activities. This position will engage directly with faculty, staff, and academic advisors to inform students and faculty about experiential learning opportunities and collect information about current experiential engagements. The position oversees the successful implementation of all related functions.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

* Serve as liaison to a specified academic unit. This includes: Research specific career development needs for the students in that academic unit. Plan, implement and conduct outreach workshops, presentations & programs to educate and inform students, faculty/staff and administrators about internship programs & services and employability skills. Advise students individually or in groups regarding various types of work experience opportunities, resources, registering for services, and job search strategies. Provide accurate data collection for student engagement in experiential learning opportunities, e.g., internships, shadowing, co-ops, and volunteer experiences.
* Assist in facilitating, promoting and expanding interaction with business/industry, government, and nonprofit employers to create and increase career-related work experience opportunities, e.g. co-ops, internships, volunteer, and summer employment.
* Support the USM Service-Learning and Volunteering Department in the development, direction, administration and promotion of university-wide experiential learning/education program for students. This includes: Assist with coordination and development of co-op/intern events and special programs, e.g., Job Fair, Internship Panels, and Career Exploratory Network events. Advise students individually or in groups regarding various types of work experience opportunities, resources, registering for services, and job search strategies.
* Assist in delivering other core Career & Employment Hub programs including teaching the career planning class, career advising, and employer development.
* Develop and manage a database of employers of various sizes and levels of new and current University engagement.
* Proactively develop and implement strategies designed to increase ease of engaging with the University, and employment opportunities for our students and graduates, as well as develop customer service processes to ensure responsiveness.
* Maintain a working knowledge of local and national employment market trends and their actual and potential impact on the hiring of college students and graduates
* With the Manager of Operations and VP Corporate Engagement, identify, develop and refine reporting tools and key metrics to evaluate holistic relationship development with employers.
* Schedule and host employer visits on campus including coordination of faculty needs.

**SUPERVISORY RESPONSIBILITIES:**

* Possible mentorship of student employees

**BUDGET RESPONSIBILITIES:**

* Work within Career & Employment Hub departmental budget.

**INTERNAL AND EXTERNAL CONTACTS:**

* **Internal:** Faculty, Students, Various Department Staff, USM Foundation, USM Corporate Partners, Admissions, President’s Office, Human Resources
* **External:** State-wide business partners, USM Board members, Alumni, Professional Associations, Local Government Partners

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Proficiency with of the concepts, principles, and practices of career counseling and development.
* Ability to communicate effectively verbally and in writing.
* Ability to establish and maintain effective working relationships.
* Ability to interpret academic program requirements and provide advice.
* Ability to prioritize, organize, and perform multiple work assignments simultaneously.
* Ability to utilize problem solving skills.
* Knowledge of and ability to interpret and apply related federal, state and local laws, ordinances, rules and regulations.
* Knowledge of and ability to apply related University and System policies, procedures, principles and practices.
* Knowledge of applicable computer applications and basic computer functions.
* Knowledge of career counseling tools and resources.

**QUALIFICATIONS:**

**Required:**

* Bachelor's degree with a minimum of 5 years of cumulative experience in Career Advising, Human Resources, Job Placement or Similar experience or a comparable combination of post high school education and experience

**Preferred:**

* Master’s Degree or enrolled in Master’s Program.

***For Human Resources Use***

**Date Approved: February 2021**

**Job Family: 19**

**Salary Band: 3**

**Unit: UMPSA**

**Employee: TBD**

**Position #: 00024755 , 00024756**