

Azusa Pacific University
Office of Career Services
EMPLOYER RELATIONS INTERN

Title: Employer Relations Intern
Reports to: Associate Director/Employer Relations
Salary/Hours: Level II, 12-15 hrs/week (Negotiable)

Under direct supervision of the Associate Director for Employer Relations, the Employer Relations Intern will be responsible for managing the employer database for the Office of Career Services. He or she will be a leader on campus who has a sincere interest in advancing the professionalism of APU students. This position is also considered a Career Services Ambassador.

Employer Relations Responsibilities:

1. Input jobs and internships into employer database
2. Initiate and maintain updated employer information in database
3. Approve job postings on APU Career Network
4. Assist Manager of Graduate Programs, Training, & Technology in alerting all staff on employer database, employer recruiting, and employer relations policies
5. Maintain email correspondence with database users: employers, faculty, students, & alum.
6. Act as liaison to employers interested in posting jobs or internships
7. Communicate job and internship opportunities to students through weekly newsletters
8. Research, brainstorm, develop, and suggest strategies for increased employer participation on campus
9. Attend networking events with Associate Director for Employer Relations (as needed)

Career Services Responsibilities:

1. Participate in Career Services events (as needed)
2. Cover front desk and assist Career Services clients with questions (as needed)
3. Participate in Career Services staff training
4. Other duties as assigned

Career Services Ambassador Responsibilities:

1. Provide feedback regarding Career Services marketing, events, and services
2. Participate in outreach initiatives by servicing events, connecting with faculty, and making announcements (Kaleo, classrooms, etc.)
3. Advocate for Career Services around campus
4. Engage in monthly professional development opportunities as assigned
5. Attend monthly meetings

Qualifications:

1. Sophomore, Junior or Senior class standing at start of internship
2. Excellent oral and written communication skills
3. Interest in networking with various employers