As part of a major strategic re-invention of our career center, the Office of Career Services is seeking an innovative, entrepreneurial leader and change agent to provide strategic direction and management of all employer and alumni outreach and development efforts. Responsible for developing and operationalizing a cohesive strategy with the goal of significant expansion of employer and alumni relationships across several industry verticals and cultivation of dynamic career networks and meaningful connections for students with alumni, parents and employers, as well as the university's various stakeholder groups. This individual will lead a team of dedicated.

Leadership and Management

*Manage, train and ensure ongoing professional development for a team of 6-14 full-time and part-time employer relations, recruiting, outreach and alumni engagement professionals
*Develop a strategic plan for alumni/parent/employer outreach to build new relationships across a wide range of industries and fields based on student interests to significantly increase the number of diverse employment, internship and experiential opportunities available for undergraduate and graduate students
*Provide strategic leadership, supervision, and outcome evaluation to a team of cross-functional staff who develop meaningful career connections for undergraduate and graduate students through alumni engagement programs, experiential learning, mentoring and other initiatives
*Establish and maintain relationships with a wide range of campus stakeholders and units (campus life, dean of the college, alumni association, development, academic departments, centers, etc.) to advance the agenda of connecting students to mentors, influencers, and opportunities
*Serve on and/or lead committees and task force groups to design, implement, and evaluate employer and alumni outreach programs
*Mobilize and coordinate the efforts of an extraordinarily committed alumni base to champion and create programs and opportunities for current students and recent graduates

Program Development

*Research job market trends and industry information on an ongoing basis to identify target employer organizations across key industry verticals
*Oversee efforts to identify alumni and parents at target employer organizations across key industry verticals to create a network of advocates to champion opportunities
*Proactively ensure the use of a variety of outreach techniques to establish initial connections (site visits, online presentations, conference calls, professional organization meetings and conferences, etc.)
*Using student preference data, uncover career connections that serve as catalysts for students and alumni to discover career paths, connect with mentors and opportunities, and engage in the career development process early and often
*Systematically gather and distribute industry intelligence to inform outreach strategies and share with staff and students
*Collaborate on the development of employer visibility and recruitment initiatives, such as information sessions, open houses, career fairs, meetups, and industry education programs for various student interest groups
*Utilize social media and technology to increase awareness of new employer relationships,
career resources, programs, opportunities, and meaningful connections for students
* Identify technology tools that enhance and accelerate the networking and connections process between students, alumni and employers
* Develop and share print, web, and mobile resources relevant to industries and opportunities for students
* Create an alumni/parent career corp and an alumni advisory board

Job Requirements

* Master's degree in a related field preferred and/or over 5 years' successful experience in business development or program development and implementation
* Entrepreneurial, creative, and innovative spirit; comfort with change, ambiguity, and risk in a fast pace environment
* Exceptional organizational and leadership abilities and effective communication
* Proven record in leading and developing cohesive teams, managing performance and productivity, strategic planning, and contributing to organizational leadership
* Demonstrated passion and experience in cultivating connections, program planning and execution, group facilitation and engagement, and advising college students and alumni
* Knowledge of trends in career development, economy, effective interventions, technology, and higher education networks
* Knowledge of employer, alumni and parent relations, experiential learning and internship programs

The final candidate will be required to complete a background check successfully.

Princeton University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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