

## **Industry Outreach and Employer Relations Manager**

The Benjamin Franklin Institute of Technology, founded in 1908, is a private technical college located in Boston's historic South End neighborhood. The college is proud of its long tradition of educating students for technical careers. We offer our students technical education combined with the communication and analytical skills that will prepare them to build a viable career.

The Department of Career Services and Industry Partnerships is seeking an **Industry Outreach and Employer Relations Manager** who will be charged with forging strategic relationships with employers that will lead to career pathways for our graduates.

Through the use of an assortment of resource tools, the incumbent will understand current recruitment needs, future job projections and required skill competencies. He or she will explore new and emerging markets and gather data on how to position BFIT to infiltrate these markets. In addition, this individual will gain insight into possible industry/business supported foundations that may provide funding opportunities for the college.

## Key responsibilities include:

- Gaining a comprehensive understanding of workforce development needs in this region and how BFIT fits into this landscape.
- Generating and continually updating a strategic list of prospective employers to explore possible partnership opportunities; providing follow-up and feedback on results.
- Conducting company site visits, attending industry conferences, trade shows and other related events.
- Developing an alumni network and utilized these affiliations to promote job opportunities.
- Tracking student placement and job prospect outcomes. Compiling and maintaining employer related-statistics and other metrics on student/graduate employment.
- Conferring with department chairs and faculty on new and evolving technologies and how they relate to curriculum development.

## Qualifications:

- Bachelor's degree required, master's preferred, with 3 or more years experience in career services, workforce development, recruitment or business related fields.
- Experience managing and building relationships with employers
- Familiarity with Workforce Development and how it interfaces with higher education.
- Excellent oral and written communication skills and strong presentation skills
- Ability to work independently and as part of a team exhibiting strategic thinking, sound judgment, initiative, and flexibility.
- Strong computer skills with knowledge of social media platforms.

Applicants who may not exactly meet these qualifications are encouraged to describe in writing why they would nonetheless contribute substantially to the success of the college and would carry out the requirements of the job.

Interested candidates should submit a cover letter, resume, and professional references via email to Phyllis Molta, Director of Career Services and Industry Partnerships at pmolta@bfit.edu.

The Benjamin Franklin Institute of Technology is an Equal Opportunity Employer. Applications from individuals who would increase the richness of the Institute's diversity are welcomed.