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# Example of University Relations Job Description

Our company is looking to fill the role of university relations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for university relations

* Partner with other L-3 divisions as needed on regional and national campus recruiting campaigns
* Takes on all additional assignments in line with the department’s objectives, including, but not limited to, researching and writing donor biographies, additional correspondence, and stewardship reports
* Bring inspiring and visionary thought leadership to talent acquisition while achieving extraordinary results in talent quality and employer branding
* Provide insights, recommendations and strategic direction to our Global Leadership Team on the global campus environment, digital innovations and best practices across UR to ensure best in class talent results and increase our attractiveness to the next generation of EA leaders
* Manage budget and deliver reporting of key metrics and benchmarking data to the organization including the measurement of quality of hire, diversity, conversion and long-term retention
* Collaborate with multiple departments within EA such as Legal, Compensation, Human Resources, Corporate Communications and other key stakeholders
* Highlight successes from these new v-teams
* Work alongside the UR Recruiters to staff all events - presentations, interviews on campus, campus events, conferences
* Schedule candidate phone screens and meetings as needed outside of the interview day process
* Partners with Campus Intern Program Manager to ensure identification of diverse talent is central to the sourcing and recruitment strategy

## Qualifications for university relations

* Consultative, influential, and collaborative
* Excellent written and verbal communication skills, the ability to easily connect with all types of people
* Knowledgeable in Social media outlets including Twitter, Instagram, and Facebook
* Assist with maintenance of onboarding and alumni database reports
* Minimum of three (3) years of HR experience
* Demonstrated ability to facilitate an effective virtual community