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# Example of University Relations Job Description

Our growing 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

* Enters correspondence records into internal database, keeps accurate electronic and paper files as necessary, and works with Alumni & Development Services to correct or supplement entries in donor’s records
* Highlight successes from these new teams
* Co-ordinate data center tech tours and other campus events
* Conduct on campus interviews at career fairs
* Evaluate digital interviews on HireVue
* Build and enhance new to career program
* All UR events and career fair co-ordination/logistics
* Help come up with standard processes
* Manage UR social media postings
* Write communications for intern and external audiences

## Qualifications for university relations

* Provide oversight and leadership to full cycle recruitment efforts on how to effectively manage candidates through the selection process and provide a strong candidate experience
* Develop operationally efficient processes that are measurable, repeatable, and leverage tools where appropriate (and available)
* 7-10 years direct experience with university relations, at least 2 years in a Global university relations role/environment
* Possess a deep and board network of relationships with universities, professors, research institutes
* Must be results oriented and business minded
* Knowledge / experience about business culture on a global scale