Downloaded from <https://www.velvetjobs.com/job-descriptions/university-relations>

# Example of University Relations Job Description

Our company is growing rapidly and is looking for an university relations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for university relations

* Develop program strategy including organizations targeted for recruiting
* Define management operating system consisting of intern demand planning, recruiting strategy, stakeholder communication, key performance metrics, status reporting, escalation path, etc
* Identify recruiters for each targeted organization and define common Engineering approach for recruiting events
* Partner with HR to coordinate recruiting events
* Manage University Relations recruiting budget
* Manage and update the UR Intranet page
* Manage and updates .com Careers Page
* Manage University Relationships
* Develop rotation program
* Own updating marketing materials/swag

## Qualifications for university relations

* At least 8 years of successful, direct experience in corporate relations/development in a university, including solicitation of major corporate gifts and sponsored research agreements or five or more years of industrial experience in sales, marketing, planning, research, manufacturing, or engineering in a technology based corporation
* Demonstrated understanding of Intellectual Property terms and licensing in university-industry collaborations required
* Experience with university affiliated research parks or co-location operations preferred
* Strong writing, revising, editing, and proofreading skills, a comprehensive knowledge of English grammar and usage
* Demonstrated ability to write in another person’s voice
* Strong research and analysis skills and ability to gather essential data from a variety of written and individual sources