

Position Vacancy Announcement

CORPORATE AND ALUMNI RELATIONS MANAGER College of Business Administration

Position Summary

This position participates in the development and maintenance of a network of corporate and alumni partners who collaborate with the College of Business Administration on experiential learning, internships, internal BGSU entrepreneurial efforts, and student run businesses.

Essential Duties, Tasks and Responsibilities

Experiential Learning & Internship Facilitator:

- Assist the Dean of the CBA and Director of the D-H Center for Entrepreneurship in the development and coordination of experiential learning and internship experiences
- Maintain regular contact with experiential learning partners and students
- Coordinate experiential learning projects
- Gather evaluation data from experiential learning partners and students
- Assist in the packaging of projects from business and industry into 4, 8, and 12 week segments for experiential learning deployment
- Assist with coordination between faculty and the business partners

CBA Educational Events:

- Coordinate professional education programs with CBA faculty and Continuing Education
- Assist with coordination of lecture series speakers

Business plan development:

- Work with faculty, students and alumni that may request assistance with writing a business plan

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to learn CBA programs, policies and philosophies
- Ability to professionally and enthusiastically represent BGSU and the CBA to diverse constituency of employers, faculty, students and alumni
- Ability to originate plans and follow through with attention to detail
- Excellent oral and communication skills
- Ability to create and deliver polished presentations
- Ability to identify and solve problems creatively

Minimum Qualifications

Bachelor's Degree in a business related field required. Also required two or more years of professional experience in business and industry.

Salary

Full-time administrative staff positions available. Administrative grade level 13. Salary is commensurate with education and experience. Full benefit package available including tuition fee waiver.

To Apply

Submit cover letter w/email address, resume, and contact information for three professional references to:

Office of Human Resources (Search J-61526)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0201

Review of applications will begin on Friday, October 9, 2009 and continue until the position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.