

Coordinator of Corporate Relations or Assistant Director of Corporate Relations
Electrical and Computer Engineering
The Grainger College of Engineering
University of Illinois Urbana-Champaign

The Department of **Electrical and Computer Engineering** in The Grainger College of Engineering seeks applicants for a **Coordinator of Corporate Relations** or **Assistant Director of Corporate Relations** position. The **Coordinator of Corporate Relations** is responsible for coordinating the effort to identify, develop, manage, and steward strategic relationships with corporate entities for ECE. The **Assistant Director of Corporate Relations** is responsible for identifying, developing, managing, and stewarding strategic relationships with corporate entities for ECE. The position will be responsible for ECE's involvement in The Corporate Connection and Power Affiliate Program, and will serve as the primary liaison with corporations for donations, gifts, recruiting, visits, and student organization support.

Duties for each are the following, but can vary based on position title and level:

- Assist the Director and Department Head with moving companies through the engagement pipeline: identification, qualification, cultivation, solicitation, and stewardship.
 - Support college staff and department leadership in their efforts to secure funding from corporations to support faculty and students in areas such as diversity and pre-college programming, student programming, senior design, scholarships, and facilities.
 - Coordinate the stewardship efforts for corporate donors, including the collaboration for planning and executing recognition and announcement events.
 - Work collaboratively with staff in the College of Engineering Office for Research and Advancement Office and with corporate relations colleagues in other key areas across the college and campus.
- Manage memberships for The Corporate Connection industry affiliates program in cooperation with the Department of Computer Science.
 - Serve as liaison to corporate sponsors in The Corporate Connection industry affiliates program, helping them leverage their benefits—including corporate days, “Tech Talks,” and faculty relationship building—to achieve their on-campus student recruitment goals.
 - Coordinate annual renewal process for existing sponsors and solicits new sponsors for The Corporate Connection.
 - Work in collaboration with Computer Science colleagues for The Corporate Connection After Hours career fair each semester.
- Serve as the primary point of contact for all ECE-related corporate inquiries coming from both external organizations and from within the university.
 - Build robust connections with corporate contacts, partnering with advancement colleagues, faculty, and student leaders to strategically include alumni/donor prospects in corporate engagement efforts.
 - Coordinate schedules for corporate visitors and identify opportunities to build and strengthen relationships between the department/college/campus and corporate partners.
- At the direction of the Director and Department Head, execute strategies and implement programs for corporate engagement in ECE that support department and college goals, coordinating with administrators, faculty, students, and corporate relations and advancement colleagues as appropriate.

- Support the Power Affiliates Program (PAP) in coordination with faculty in the Power Group.
 - Serve as primary contact for PAP members.
 - Annually, invoice the companies and track payments.
 - Assist in modifying program benefits to accommodate agency-specific constraints.
 - Communicate program benefits and facilitate utilization.
- Identify, solicit, and schedule speakers for ECE 200 Career Explorations, the department's undergraduate honors seminar series.
- Work with student leaders and clubs to identify and solicit corporate support of student events and activities.
 - Invoice, and process payments for, all sponsorship and gift funds from corporate partners to RSOs.
 - Work with student officers and others in the unit to facilitate logistics and operational details for large, complex events sponsored by ten to twelve student organizations supported by ECE which are major student recruitment opportunities.
- Assume additional appropriate corporate relations related duties to further the mission of the department.

Coordinator of Corporate Relations

Minimum Qualifications:

1. Bachelor's degree in business administration, communications, human resources, marketing, public relations or a related field.
2. A total of two (2) years (24 months) of work experience in corporate relations, career services, human resources, student recruitment, or client services.

Preferred Qualifications

1. Experience in event management; organizing, planning, executing, and evaluating events.

Knowledge, Skills and Abilities:

- Strong attention to detail, organization, and time management.
- Ability to prioritize multiple tasks in a fast-paced environment.
- Demonstrated excellent written and verbal communication skills and strong interpersonal skills.
- Experience with Customer Relationship Management (CRM) platforms, such as Salesforce.
- Experience working in higher education.
- Experience working in STEM fields.

Assistant Director of Corporate Relations

Minimum Qualifications:

1. Bachelor's degree in business administration, communications, human resources, marketing, public relations or a related field.
2. A total of five (5) years (60 months) of work experience in corporate relations, career services, human resources, student recruitment, or client services.

Preferred Qualifications

1. Experience in event management; organizing, planning, executing, and evaluating events.

Knowledge, Skills and Abilities:

- Strong attention to detail, organization, and time management.
- Ability to prioritize multiple tasks in a fast-paced environment.
- Demonstrated excellent written and verbal communication skills and strong interpersonal skills.
- Experience with Customer Relationship Management (CRM) platforms, such as Salesforce.
- Experience working in higher education.
- Experience working in STEM fields.

APPOINTMENT INFORMATION

This is a full-time Civil Service Program Coordinator position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. The minimum salary for the **Coordinator of Corporate Relations** is \$55,000 and the minimum salary for the **Assistant Director of Corporate Relations** is \$65,000, commensurate with experience and qualifications. Employees hired into this position will be expected to work onsite on a full-time basis with the possibility of hybrid work options available. Work authorization is not available for this position. The **Assistant Director of Corporate Relations** position may require travel and work outside of normal business hours as necessary.

APPLICATION PROCEDURES AND DEADLINE INFORMATION

Applications must be received by 6:00 pm (CST) on **May 27, 2024**. Apply for this position using the Apply Now button at the top or bottom of this posting. In order to be considered as a transfer candidate, you must apply for this position. Applications not submitted through <https://jobs.illinois.edu> will not be considered. If required by the position, transcripts or other documentation of credentials are to be provided no later than the first day of employment. For further information about this specific position, please contact Shannon Olsen, seolsen@illinois.edu. For questions regarding the application process, please contact 217-333-2137.

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit [Required Employment Notices and Posters](#) to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, and employment eligibility review through [E-Verify](#).

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process. Requests may be submitted through the reasonable accommodations [portal](#), or by contacting the Accessibility & Accommodations Division of the Office for Access and Equity at 217-333-0885, or by emailing accessibility@illinois.edu.