



## Position Description

Position Title: Employer Relations Coordinator  
Department: Career and Professional Development  
Reports to: Director, Career and Professional Development  
FLSA Status: Non-Exempt  
FTE: 0.5 FTE (Part-Time)  
Called Position: No  
Revised: June 2026

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**Position Summary:** The Employer Relations Coordinator is responsible for developing, implementing, and supporting employer partnerships that enhance internship, experiential learning, and post-graduation employment opportunities for Wisconsin Lutheran College (WLC) students. This role focuses on employer outreach, partnership development, and engagement initiatives while working collaboratively with employers, faculty, students, and alumni to support career readiness and workforce connections.

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### PRIMARY RESPONSIBILITIES

- Develop and implement a comprehensive employer relations and partnership development plan in collaboration with the Director.
- Coordinate outreach efforts to area for-profit and not-for-profit organizations to promote WLC academic programs and students, identify and maintain internship sites, and build collaborative relationships.
- Serve as the primary college contact for employers regarding internship opportunities, recruiting initiatives, and post-graduation employment pathways for students and alumni.
- Represent WLC at local, regional, and industry-specific conferences, networking events, and employer engagement activities.
- Lead employer recruitment efforts and external engagement initiatives for career fairs, recruiting events, and other employer-sponsored programs.
- Develop and maintain employer recruitment policies and procedures and recommend best practices for employer engagement.
- Collect and analyze employment placement and employer engagement data from other campus constituencies.
- Assist in developing content for the WLC Career Development website and social media platforms, including employer-focused content, recruiting resources, and partnership success stories.
- Collaborate with faculty, staff, and alumni to identify and cultivate employer partnerships that support student career development and experiential learning opportunities.

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### QUALIFICATIONS

#### Education and Experience

- Bachelor's degree from an accredited institution.
- Minimum of two years of relevant professional experience.
- Outstanding organization, communication, and relationship-building skills.
- Strong customer service orientation.
- Ability to work independently and collaboratively with employers, students, alumni, faculty, and staff.
- Valid driver's license with a satisfactory driving record.
- Preferred: Previous experience in an educational setting.



### **Knowledge, Skills, and Abilities**

- Strong commitment to the mission and values of Wisconsin Lutheran College and a desire to support its growth and success.
  - Demonstrated initiative to work independently and collaboratively.
  - Excellent listening, relationship-building, and partnership-development skills.
  - Strong organizational skills with attention to detail and innovative problem-solving abilities.
  - Ability to exercise sound judgment and appropriately escalate issues when necessary.
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### **Physical Requirements**

- This position requires a combination of office-based work and local travel for employer visits, meetings, and events.
  - Ability to sit, stand, walk, and operate standard office equipment, including a computer, phone, and printer.
  - Ability to travel locally and occasionally work at off-site locations.
  - Ability to communicate effectively with internal and external partners in person, by phone, and through electronic communications.
  - Ability to occasionally transport presentation materials, supplies, or equipment weighing up to 25 pounds.
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### **Mission Alignment**

- Active membership in good standing with the Wisconsin Evangelical Lutheran Synod (WELS/ELS) is required.
- As with all positions at Wisconsin Lutheran College, this position requires the incumbent to perform his/her job responsibilities in a manner consistent with the overall mission and core values of WLC, as defined through its affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).