

## HAMPTON ROADS WORKFORCE COUNCIL - JOB DESCRIPTION

<b>Job Title:</b>	Campus757 Campus Relations Intern
<b>Reports to:</b>	Campus757 Program Coordinator
<b>General Classification:</b>	Program Staff <b>Pay Band:</b> Assistant
<b>Employment Status:</b>	Part-time (up to 20 hours/week); Temporary, Non-Exempt
<b>Last Review:</b>	August 1, 2022

### **ABOUT CAMPUS757**

Campus757, a Hampton Roads Workforce Council initiative, is a centralized hub connecting college students with programs and resources to launch their internships, careers, establish a home base in the Hampton Roads region (also known as the 757) and leave a positive impact in the community. Our mission is to work harmoniously with local universities and businesses to retain and develop emerging professionals in the Hampton Roads region.

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

This position is ideal for a college student who can create and maintain lasting relationships with our college/university partners and students. This intern will help us make students fall in love with our region's community, culture, and careers, through on-campus events, and programming. This role is a great opportunity to gain hands-on experience in a fast-paced program, while building a professional network.

This paid internship is expected to begin in mid-September 2022, and will run through early December 2022, with the possibility of extension through May 2023.

### **ESSENTIAL JOB FUNCTIONS**

#### **Relationship Building & Management:**

- Support the creation of Campus757's Brand Ambassador Program at local colleges and universities, which is a social marketing strategy used to share our mission and vision with students.
- Maintain close relationships with college partners, visiting approximately 1-2 schools per week for tabling events and other student-facing initiatives.
- Assist in developing specific strategies to meet school needs and keep students engaged in the region (i.e., program collaboration with student life, career services, and admissions offices).
- Maintain online event calendar and website with relevant and exciting activities for students.
- Function as a secondary Campus757 contact for regional institutions, using in-person, video, phone, and email interactions.
- Maintain up-to-date customer relationship management (CRM) database of institutional contacts and related activities.

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## Student Recruitment:

- Represent Campus757 at student orientations, career services fairs, and other student-facing, on and off campus events around the region.
- Maintain college outreach calendars and recruitment success at each event.
- Organize and participate in other on-campus efforts, including presenting to classes and student organizations and hosting career exploration sessions with students.
- Collaborate on campus strategy, marketing, and recruitment of faculty-led and customized programs.

## General duties:

- Work with the Program Director and Program Coordinator to create a schedule that you can follow and deliver on.
- Respond thoroughly and in a timely manner, to all questions, issues, problems, and/or needs of students, college staff, parents, colleagues, etc.

## **SUPERVISORY RESPONSIBILITIES**

No supervisory duties

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Board of Directors' Vision, Mission and Values. Senior level employees are also expected to lead by example and demonstrate the highest level of energy, ethics, and professional decorum.

## **REQUIRED KNOWLEDGE**

Because this position involves extensive travel, knowledge of the Hampton Roads region, as well as the higher education institutions in the area is required.

## **REQUIREMENTS**

- Possess and maintain a valid driver's license. This position is expected to travel to and from events, college campuses, and the office- all located within Hampton Roads. Mileage will be reimbursed.
- Ideal for Higher Education, Communications, Public Administration, Business majors, yet all majors are accepted.
- Must have stellar communication and interpersonal skills.
- Attention to detail
- Must work well as part of a team.
- Have a passion for developing relationships and be comfortable with public speaking and presenting in front of various audiences.

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- Must host tabling sessions one or two times per week on the Peninsula and Southside (by themselves and/or with Program Coordinator, depending on scheduling)
- Hybrid schedule is available, yet intern must report to the office (Dominion Tower) at least three times per week.

### **EDUCATION AND EXPERIENCE**

Must currently be enrolled in an undergraduate or graduate program or be a recent college graduate.

### **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage will be reimbursed, per agency policy.

### **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or workstation.

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

### **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_