

JOB TITLE: EMPLOYER ENGAGEMENT COORDINATOR

REPORTS TO: HEAD OF EMPLOYER ENGAGEMENT AND PROJECTS

Background

Cambridge Judge Business School (CJBS) is part of the School of Technology and delivers business education programmes that combine academic rigour with experiential learning and personal and professional development. Our programmes attract experienced professionals who are investing significantly in their continuing education and future career impact.

This role sits within CJBS Careers, one of the School's student-facing teams.

CJBS Careers supports the professional development and career ambitions of current students and alumni. With programme fees ranging from £58,000 for the one-year Master of Finance to £100,000 + for the 20-month Executive MBA programme, candidates have high expectations for professional career support that delivers outcomes aligned with this investment and with the School's global reputation. Over 40% of the key FT global ranking is based on career impact, a key factor for prospective students when choosing a business school.

The Careers team supports approx. 600 students annually, representing over 50 nationalities and bringing between 2 to 30+ years of work experience. The team delivers more than 1000 career development sessions, employer events, and advisory appointments per year, as well as 15 digital platforms and resources.

CJBS Careers' mission is to ensure that our students develop the skills, confidence, and opportunities needed to help them fulfil their professional goals. Our ambition is to achieve 100% student engagement during their programmes, and sustained engagement from alumni throughout their careers.

This role reports to the Head of Employer Engagement and Projects and is a key member of the Employer Engagement team, coordinating the logistics and operations of employer events, recruiter activities, employer registrations and job postings. The role also supports the project host engagement of all student projects, which are an integral, assessed component of CJBS courses.

By delivering a high standard of service to employers, students, and internal stakeholders, the role directly contributes to student employment outcomes, the school's global reputation, and its rankings – key influences on student recruitment and programme success.

The role holder works closely with the Employer Engagement and Projects team, the wider Careers team, and with colleagues across student-facing and operational teams within the School.



The role

This role focuses on supporting the CJBS Careers team's employer engagement activity, coordinating recruitment events, managing employer use of the Online Careers Centre (OCC) and ensuring a seamless experience for employers and students.

These activities directly support the students in their job search and goal of achieving employment within three months of course completion; a key metric of international programme rankings.

Main responsibilities

Online Careers Centre (OCC) Employer Use and Communications

- Manage employer restrictions and postings on the Online Careers Centre (OCC), ensuring quality, credibility, and alignment with CJBS standards. Identify ways to improve engagement and candidate search usage.
- Review externally sourced job postings (e.g. OCC Global site) to confirm they meet the internal criteria and are targeting the relevant student cohorts.
- Train and support employers in using OCC for events, job postings, and tracking applications.
- Support students with accessing employer opportunities via OCC where appropriate.
- Manage OCC email notifications to employers, adjusting content and scheduling to ensure accuracy and impact.
- Create employer insights content for students/alumni using research, employer/student feedback and outcomes data.
- Support the Projects team in its annual outreach campaign to Cambridge Venture Project (CVP) and Global Consulting Project (GCP) hosts, tracking and reporting on response to ensure target number of hosts achieved and to ensure hosts receive appropriate briefing materials and information.
- Manage Projects database to ensure currency and accuracy of contact details to ensure consistency of details for corporate contracts.

Employer Event Management

- Coordinate logistics for in-person and online employer recruitment and networking events, working closely with internal stakeholders (e.g. catering, facilities, programme offices).
- Attend employer events on a rotational basis to oversee logistics and ensure a high standard of delivery.
- Conduct risk assessments for employer events (as required) and take action to mitigate risks as needed.
- Coordinate off-site employer events and student treks, including venue research and bookings, budget management, travel arrangements, scheduling and itinerary planning.
- Contribute content for student and employer newsletters (event highlights, employer spotlights, upcoming opportunities), in collaboration with the Operations and Delivery team.
- Prepare event descriptions and promotional content using employer information and supplemental research to inform and attract students.

- Support Student Special Interest Groups (SIGs) – organise termly meet-ups for SIG heads.

Employer Relationship Management

- Act as the initial point of contact for prospective employer enquiries regarding recruitment activities, job postings, and projects, assessing and directing these enquiries appropriately.
- Provide timely, professional, and customised support consistent with high corporate standards to develop client relationship and encourage ongoing engagement with CJBS students.
- Liaise with students to provide updates on job applications and interviews; coordinate with employers as required to ensure accuracy of information.

Reporting, Metrics and Quality Control

- Monitor and maintain accuracy of employer-related data in OCC and across job postings.
- Track and report on employer engagement activity, including new registrations, job postings, internships, and events.
- Support survey administration to employers and project hosts and report on feedback outcomes.
- Conduct ad hoc research on employers and prospective project hosts to support strategic employer engagement.
- Use data insights to inform targeted employer outreach.
- Track student attendance to events.

Financial Administration

- Manage event and employer-related purchasing in line with University policies: obtain quotes, raise purchase orders, process invoices and liaise with the Finance Office.
- Coordinate the ordering of employer gifts and merchandise in collaboration with the Employer Engagement team.
- Track and monitor event budgets, reporting to the Head of Employer Engagement as needed.
- Support student travel reimbursement by collecting expense data, liaising with Finance, and tracking host payments.

The person

The ideal candidate should have the following qualities, skills, and attributes:

Essential

- Events management experience in a fast moving environment.
- Customer service mindset with experience in relationship management, discretion and professionalism.
- The ability to build effective working relationships with a diverse range of stakeholders including corporate partners, faculty and senior administrators.
- Collaborate and flexible team player, with a positive attitude and willingness to contribute to shared goals.

- Excellent organisational skills and the ability to manage time and tasks efficiently, work to deadlines and switch focus quickly and calmly between priorities.
- Excellent interpersonal skills, to establish and maintain cooperative relationships with students, alumni, recruiters, faculty, CJBS and University departments.
- Computer literacy including proficiency in MS Office, CRM systems and remote working tools (Teams, Zoom).
- Ability to work occasional evening and weekend hours in support of student career development provision and recruitment events.

Desirable

- Experience working in a multi-cultural context; with an understanding of international employment markets and recruitment practices.
- Appreciation of the expectations and demands of careers provision and employment by premium fee students.
- Experience in identifying and implementing improvements to processes, systems or services.
- Understanding of the graduate business school environment.
- Clear and confident communication skills, both written and verbal, with the ability to tailor tone and content to varied audiences.
- Educated to HND/HNC, Level 4/5 vocational qualifications or equivalent level of practical experience.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range of £30,805 - £35,116 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression within the Grade. In the majority of cases, appointments will be made at the Grade minimum; only in very specific, exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities, and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register for an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 15 June 2025.

Applicants are required to provide details of two referees. Typically, referees will not be contacted until an offer has been made. In exceptional circumstances, we may need to contact your referees at an earlier stage of the recruitment process; however, this will only be done with your prior consent.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within.

We encourage you to declare any disability that you may have and any reasonable adjustments that you may require in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact hrsupport@jbs.cam.ac.uk.