
University Relations Manager Resume

Job Objective

I would like to secure University Relations Manager position with a growing company where I can utilize my training and skills.

Highlights of Qualifications:

- Experience managing human resources for university, advertising college job postings and using social media
 - Sound knowledge of various university processes
 - Outstanding knowledge of developing budgets
 - Remarkable ability to develop strategic solutions to meet business requirements
 - Ability to maintain good relations with students and manager
 - Skilled to work on Microsoft excel and developed metrics for analysis
 - Exceptional skills to work on multiple projects and prioritize work
 - Ability to develop presentations for audiences
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Professional Experience:

University Relations Manager
Growmark Inc., Sherman Oaks, CA
October 2008 – Present

- Developed and implemented University Recruitment Programs and hired various talents to achieve necessary objectives.
- Hired and trained team of talent acquisition members in compliance to company objectives.
- Identified all issues hindering company objectives and assisted in achieving goals.
- Monitored customer activities and developed plans ensuring effective working of programs.
- Coordinated with HRBP and Global partners and hired various managers and designed plans for university programs.
- Managed and designed processes for every individual school and monitored working of vendor staff.
- Ensured preparation of strategic plans according to university objectives.
- Provided support to University Recruitment strategy and partnered with key stakeholders of project.

University Relations Specialist
Kohl's Corporation, Sherman Oaks, CA
August 2003 – September 2008

- Coordinated with Deans, Professors and others and ensured achievement of business objectives.
- Assisted various team members of campus and participated in on campus events.
- Managed and confirmed events and ensured completion of all bookings.
- Administered candidates and answered all queries from interview to joining date.
- Monitored and participated in recruitment meeting and developed metrics review.
- Gathered function data and metrics as required by business staff and HRBP.

University Relations Advisor
Aramco, Sherman Oaks, CA
May 1998 – July 2003

- Developed and maintained business relationships with both national and international institutions.
 - Coordinated with various members on collaborative initiatives developed by institutions.
 - Assisted company personnel on all inquire related to university.
 - Established summaries and updated reports for various University Boards.
 - Monitored visits of representatives from various academic situations.
 - Reviewed selection of universities providing various courses for employees.
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Education:

Bachelor's Degree in Human Resources
Prairie State College, Chicago Heights, IL

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