
Auburn University Job Description

Job Title:	Dir, Graduate Career Svcs	Job Family:	No Family
Job Code:	AE27	Grade 35:	\$50,900 - \$84,800
FLSA status:	Exempt		

Job Summary

Directs and oversees all employer relations efforts and career services programs for graduate students in the College of Business.

Essential Functions

1. Directs, organizes and manages a comprehensive employer relations plan for attracting and retaining employers to recruit graduate students for internships and/or career positions.
2. Develops, implements, monitors and reports the tracking of graduate student job/internship placement activities.
3. Coaches graduate students on career development, internship/job search process, and various job search skills.
4. Creates and presents informational materials and programs relating to career development, job/internship search skills and current employment trends.
5. Directs and oversees the marketing and communications efforts of Graduate Career Services, including all print and electronic media.
6. Communicates with the staff of the undergraduate career services office concerning career development activities such as job/internship fairs, career coaching sessions, and recruiting/interviewing activities.
7. Develops and administers operational budget.
8. May participate in professional organizations related to career services.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Higher Education Administration, Counseling, Business or related field
Experience (yrs.)	3	Experience in coordinating and/or providing career planning and counseling services

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of student development and counseling theories, Family Educational Rights and Privacy Act (FERPA) guidelines, legal and ethical guidelines regarding employment, JLD Federal guidelines, and NACE Professional Standards for career services.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/9/2011
