
Auburn University Job Description

Job Title: **Asst Dir, Employer Relations**

Job Family: No Family

Job Code: **AE30**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Coordinates the campus-wide technology-based recruiting system for job listings, on-campus recruiting, events, and employer relations for the Auburn University Career Center (AUCC).

Essential Functions

1. Coordinates the daily operations of the on-campus recruiting programs for the AUCC, ensuring information pertaining to interview schedules, calendars, deadlines, and special arrangements and events is communicated to students, employers, faculty and staff.
2. Oversees and administers the career services web-based program, Handshake, to include interacting with software developers, ensuring software functionality, and documenting program processes and procedures.
3. Plans, organizes and coordinates all college relations activities between employers, academic departments, administration, and student organizations.
4. Develops and maintains relationships with current and potential employers, AU alumni, and corporate sponsors.
5. Coordinates surveys, compiles data, and prepares reports relating to student recruitment and salaries.
6. Coordinates and oversees the Job Location and Development (JLD) grant program to include developing the annual budget and monitoring expenditures.
7. Assists students and employers in utilizing the Handshake system and other resources in job search and recruitment efforts; manages and updates the web pages for employers and students.

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 Business Administration, Human Resources, Marketing, Communications, Public Relations or related field.
Experience (yrs.)	5	Experience in administering college relations and/or recruiting programs. At least 1 year of experience supervising, mentoring, or leading.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of college recruiting principles, practices and guidelines NACE Professional Standards for Students and Employers, FERPA, Title VII, and EEO guidelines.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 walking, sitting, talking, hearing, handling objects with hands,

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 9/17/2018
