Auburn University Job Description

Job Title: Asst Dir, Career Development
Job Code: AE40
FLSA status: Exempt

Job Summary
Coordinates the campus-wide career development program and career counseling area within the Auburn University Career Center.

Essential Functions

1. Provides individual and group career counseling for students and alumni to assist them in making career decisions, choosing a major, developing a personal career plan, and finding employment.
2. Collaborates with others to develop long-range plans, goals, objectives and student learning outcomes for the career development area that supports the mission of the Career Center, the Office of Undergraduate Studies and Auburn University.
3. Coordinates career related classes for the Deciding Majors Learning Community.
4. Plans, develops, and/or presents informational programs related to issues such as career development, career choice, academic plans, workplace transition, and job search skill development.
5. Works closely with academic departments and schools/colleges to provide career services and programs related to academic majors.
6. Oversees all unit assessment initiatives, data collection and reporting for the Career Center including developing and generating and updating annual assessment plan, data collection, and reports.
7. Provides special programs and services for the College of Liberal Arts and the Veterans and Transfer Students office.
8. Coordinates all purchases, inventory and proper usage of career and personality assessments utilized in the career counseling process including communication with vendors, managing on-line assessment administrations and reports, and coordinating class and group administrations.

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

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Masters Degree</td>
<td></td>
<td>Degree in Counseling, Student Personnel Services or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>3</td>
<td>Experience in career services or career counseling in a university or college setting</td>
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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 career counseling and student development theory and practice, Family Educational Rights and Privacy Act (FERPA), Title VII, EEO, National Career Development Association Ethical Standards, National Association of Colleges and Employers (NACE) standards and university policies and procedures.

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: 6/21/2011