
Auburn University Job Description

Job Title: **Dir, Professional & Career Dev**

Job Family: No Family

Job Code: **AE71**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Directs, manages, leads and supervises the Office of Professional and Career Development in the Harbert College of Business.

Essential Functions

1. Oversees the strategic direction of the Office of Professional and Career Development, including developing, implementing, and assessing short-term and long-term goals and objectives for the office.
2. Plans, manages, and evaluates the operations of the office including, but not limited to, budgets, personnel, technology, partnerships, and student/faculty/employer services.
3. Serves as the chief liaison between the office and the University Career Center, college administrators, departmental internship/program coordinators, external employers, and students.
4. Oversees the delivery and effectiveness of the BUSI core courses taught through the office and may also teach those courses.
5. Develops, implements, and maintains appropriate data collection and reporting mechanisms for college needs such as accreditation in AACSB, SACS, AABI, promotion and marketing, student recruiting, and external evaluations.

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	Masters Degree	Degree in Business, Higher Education, or related field.
Experience (yrs.)	5	Experience in recruiting/hiring, career services, and/or professional development in educational, governmental, or corporate setting.

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 budgeting practices, promotional strategies, qualitative and quantitative assessment 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires talking, hearing.

Job occasionally requires standing, walking, sitting, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 9/11/2015
