
Auburn University Job Description

Job Title:	Asst Dir, Corp Relations & Professional Dev	Job Family:	No Family
Job Code:	AE86	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Assists in directing the Corporate Relations and Professional Development program and related services in the Samuel Ginn College of Engineering. Plans, develops, implements, and promotes signature programs related to career counseling and professional development to create the next generation of Engineers capable of long-term success in a wide variety of engineering fields.

Essential Functions

1. Implements the strategic direction of the Corporate Relations and Professional Development program including developing and assessing short-term and long-term goals and objectives for the program.
2. Supports, organizes and assists in managing a comprehensive employer relations plan for attracting and retaining employers to recruit engineering students for internships and employment opportunities. Builds relationships by developing and promoting interactions between department administration, business/industry partners, alumni, faculty, staff, and students.
3. Creates one-on-one or group setting opportunities for industry partners to meet with department administration, faculty, staff, and students to match company needs with College of Engineering resources. Facilitates conversations and connections between College of Engineering and industry partners to gain an understanding of objectives through research, recruiting, or student development.
4. Serves as chief liaison between the program and stakeholders such as University Career Center, college administrators, departmental internship/program coordinators, external employers and students to cultivate effective partnerships to deliver services to students.
5. Develops and implements tracking of student employment and internship placement activities. Monitors and reports trends and outcomes of student placement.
6. Coordinates programs, seminars, workshops, and events related to professional development skills such as career development, employment searches, internship search skills, resume writing, interview skills, and current employment trends ensuring information is conveyed in a clear, helpful, understanding, and encouraging manner.
7. Creates and presents informational materials to promote and market programs to students, parents, faculty, and employers to increase student participation in programs and other activities. Creates recruitment strategies to increase student participation in all available programs.
8. May participate in professional organizations related to career services.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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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 Engineering, Business, Communications, Journalism, Public Relations or relevant field. Master's degree preferred.
Experience (yrs.)	5	Experience developing, implementing, and leading programs, communicating and working with corporate management and recruiters; working in an advisor capacity with students. Must have experience supervising or mentoring staff.

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

Ability to interact with business community; excellent analytical, written, and verbal communication skills. Proven ability displaying leadership, initiative, creativity, team spirit, and judgment skills. Ability to multi-task and work collaboratively with others internal and external to university.

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 standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 3/14/2018
