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## Auburn University Job Description

Job Title: **Assoc Dir, Cooperative Educ**

Job Family: No Family

Job Code: **AE88**

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

FLSA status: Exempt

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### Job Summary

Reporting to the Director of the Career Center, develops, oversees, and manages Auburn's Cooperative Education Program working to enhance the academic, professional, technical, and work preparedness of students. Oversees the day-to-day operations of the program and serves as an integral member of the leadership team within Student Affairs. Collaborates and partners with units within the University as well as local, regional, and national organizations seeking to hire Auburn students for cooperative education employment opportunities.

### Essential Functions

1. Responsible for the overall management of the Cooperative Education Program. Develops and implements effective program policies which align with the University's and division's strategic plans and reviews, revises, and effectively communicates departmental policies and procedures for optimum service to current and prospective employers, students, and families.
  2. Manages the direction and operation of Auburn's Cooperative Education Program including, but not limited to, processes, report generation, and data analysis to determine program changes, adjustments, trends, and job development. Monitors and evaluates the effectiveness of departmental services and operations. Coordinates all technology systems, data tracking, and assessments and facilitates the usage of third-party and in-house systems for student record management, data storage, and employer historical recruiting data.
  3. Monitors co-op position placements and job site visits and collaborates with faculty advisors to ensure quality and academic relevance of cooperative education work assignments. Maintains and monitors partnerships with current employers and recruits new employers for job development partnerships. Recruits students to the program and coordinates the annual placements of students in co-op jobs directly related to their academic studies.
  4. Plans, arranges, structures, facilitates, and executes Co-Op Interview Day recruiting events each Fall and Spring semester.
  5. Hires, trains, coaches, supervises, and evaluates professional and administrative staff and is responsible for ensuring that the training and development needs of personnel are met.
  6. Plans, develops, monitors, and effectively manages revenue/income, appropriated funds, and expenditures to balance annual budget.
  7. Arranges, develops, and maintains working relationships with students, employers, faculty, and key University administrative offices. Works collaboratively with other University departments, faculty, academic advisors, and administrators to identify and resolve issues of mutual concern.
  8. Represents Cooperative Education to audiences internal and external to campus including, but not limited to, deans, department heads, faculty, and employers. Communicates benefits of cooperative education to students, parents, employers, faculty, and other constituent groups. Resolves concerns, explains and enforces policies, and ensures greatest possible benefit from Auburn's Cooperative Education Program.
  9. Markets and promotes the program to targeted audiences of qualified students through website content, literature, on-campus recruiting events, class presentations, and promotional materials including posters, newsletters, informational videos, and specific email messages directed to high-achieving students enrolled in high demand academic majors.
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10. Participates in professional organizations related to cooperative education and experiential education and represents Auburn University and the Cooperative Education Program at appropriate conferences, seminars, etc.

### **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>
<b>Education</b>	Master's Degree	Degree in Higher Education Administration or related field.
<b>Experience (yrs.)</b>	3	Experience working with the placement of students in an academic related, professional work setting or in a corporate role successfully managing the recruitment, placement, and work performance evaluation of co-op students employed in business, industry, or government settings. Experience as a Cooperative Education Associate Director or Director highly preferred.

#### **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**

Demonstrated skills in understanding student career foundations, the higher educational instructional process, and job placement processes/strategies.

#### **Certification or Licensure Requirements**

None required.

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### 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.

Ability to read print, both in electronic format and written form. Much of the information accessed requires the ability to distinguish colors. Many office activities require close vision, depth perception, and distance vision.

Date: 8/22/2018

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