
Auburn University Job Description

Job Title: **Dir, Employer Engagement-HCOB** Grade SR13 \$70,000 - \$126,000
Job Code: **AE93**
FLSA status: Exempt
Job Family: Student Resources
Job Function: Career Strategies

Job Summary

The Dir, of Employer Engagement for the Harbert College of Business (HCOB) coordinate's and engages with employers by conducting activities across the Harbert College of Business as a key activity to ensure our students have successful internships while enrolled at the Harbert College of Business and positive career outcomes upon their graduation.

Essential Functions

1. Designs employer outreach and engagement strategies in the Harbert College of Business to attract and maintain relationships with top employers.
 2. Partners with Program Champions and the Graduate Program career team to support employer relations and outreach strategies for Harbert College of Business.
 3. Cultivates, develops, and fosters relationships with the employer community (business, industrial, non-profit, and government) that increases and improves quality of opportunities for students to develop professional skills, integrate academic learning with work, and secure jobs and internships.
 4. Identifies key/top employers and proactively builds relationships to increase engagement with recruiting at the Harbert College of Business.
 5. Analyzes, tracks, maintains and communicates recruiting and hiring trends across the Harbert College of Business using tools including Salesforce and Power BI.
 6. Collaborates regularly with Development staff to leverage and maximize shared relationships and leads for increased financial sponsorships and student recruiting opportunities.
 7. Networks in the Auburn and extended community through chambers of commerce and professional associations, alumni associations/groups and other organizations, as well as planning, executing and hosting special on-campus programming and off-campus career events.
 8. Oversees and coordinates all on-campus recruiting programs for OPCD-COB, ensuring information pertaining to career fairs, interview schedules, calendars, deadlines, and special arrangements and events is communicated to students, employers, faculty, and staff.
 9. Plans, organizes, and coordinates all college relations activities between employers, academic departments and program champions, Office of Engagement, Development, and administration. Establishes and enforces guidelines for student participation in the recruiting program including recruiting deadlines, procedures and schedules.
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10. Assesses employer recruiting needs, quality of recruiting services provided and other employer related data management in order to improve the recruiting program and contribute to the strategic plan of the OPCD.
11. Assists with the development of marketing materials promoting career related activities for and within the OPCD, College of Business, and Auburn University.

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	Bachelor's Degree	Bachelor's Degree in Business, Human Resources, Communications or related field.
Experience (yrs.)	7	Experience in administering college relations, recruiting programs, or career coaching. At least 2 years experience supervising, mentoring, or leading others.

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 talent sourcing/recruitment, marketing/promotions, event planning, sales/business development, career services/management, and FERPA.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 standing, walking, sitting, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, .

Job occasionally requires reaching, climbing or balancing, and lifting up to 10 pounds.

No special vision requirements required.

Date: 10/01/2023
