
Auburn University Job Description

Job Title: **Asst Dir, Career Services**

Job Family: No Family

Job Code: **AE95**

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

FLSA status: Exempt

Job Summary

Oversees all career coaching activities and provides guidance to mentorship programs within a college or school.

Essential Functions

1. Provides individual and group career coaching/career development opportunities for students and/or alumni to assist in making career decisions, career artifacts, career readiness, and job/internship plans and searches to ensure successful employer engagement.
2. Collaborates with the director on vision and execution of all career coaching, related student focused activities, teaching assignments, training, and assessment.
3. Collaborates with director on the vision and design of a career coaching program and leads execution and delivery.
4. Supervises mentorship programs, career coaching staff support, and promotes the programs to students, alumni, and College partners.
5. Participates in assessment and strategic planning with emphasis on student learning outcomes and supporting the mission of the College and the university. Develops surveys and other data collection tools in support of this activity.
6. Instructs or assists in teaching professional development courses offered by the department.
7. May manages hiring, training, and coordination of duties of all coaching and ancillary staff involved in providing career coaching services (e.g., career exploration, career management education, career management preparation, job/internship search, etc.) to students and alumni, including scheduling walk-in hours and student populations assignments. Provides leadership in setting and enforcing coaching policies and standards. Contributes to annual performance reviews and employee management responsibilities. Collaborates with team on program development and execution.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in Business, Higher Ed, Adult Ed, Counseling, or other relevant degree.
Experience (yrs.)	3	Experience in career services or career counseling in a university or college setting. Must have at least 1 year mentoring, leading, or supervising employees.

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 budgeting practices, promotional strategies, qualitative and quantitative assessment and University policies and procedures.

Certification or Licensure Requirements

None Required.

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 sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 50 pounds.

Experience in career advising, teaching, and curricula design in a higher education environment. Must have 1 year experience leading, mentoring or supervising employees.

Date: 12/5/2018

Auburn University Job Description

