
Auburn University Job Description

Job Title: **Dir, Auburn Univ Career Center**

Job Family: No Family

Job Code: **AE06**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

Job Summary

Directs the development and administration of a comprehensive career services program for the University to ensure students are able to successfully transition into the world of work, graduate school, or professional school.

Essential Functions

1. Directs, plans, conducts, and assesses effectiveness of the Auburn University Career Center (AUCC) programs and services such as, but not limited to, career preparation, job fairs, and various career/job related workshops.
2. Develops, implements, and monitors short and long-range plans for the AUCC including budgets, programs, services, personnel needs, and technology.
3. Plans, coordinates, and conducts University events that prepare students for employment and provide employment opportunities outside of University student employment.
4. Collaborates with employers that hire graduates, students, interns, etc. and faculty, deans, advisors, and Auburn University administrators to assess career/employment needs and negotiate career/employment opportunities.
5. Recommends and implements programmatic policies and procedures for career services.
6. Participates in professional development activities to ensure professional growth and knowledge needed to provide effective leadership and program development.
7. Ensures the effective on-boarding of employees including hiring, orientation, training, mentoring, supervising, evaluating, and supporting ongoing professional development to promote well-informed and motivated staff and excellent customer service at all levels.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Master's Degree	Degree in Higher Education Administration, Counseling, Business, or related field
Experience (yrs.)	6	Experience in coordinating and/or providing career planning and counseling services

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 student development and counseling theories, Family Educational Rights and Privacy Act (FERPA) guidelines, legal and ethical guidelines regarding employment, JLD Federal guidelines, and NACE Professional Standards for career services.

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.

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, sitting, talking, hearing,

Job occasionally requires walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 8/9/2018
