Auburn University Job Description

Job Title: Dir, Univ Career Strategy
Job Code: AE06
FLSA status: Exempt

Essential Functions

1. Identifies and prioritizes strategic goals and associated metrics for success and integrates regular assessment that evaluates interventions and tactics that drive innovative practice within career development and education across the campus landscape, while supporting strategic and operational plans.

2. Develops strategies that align with university strategic goals and academic college initiatives to support the innovative integration of career development and education within the student experience.

3. Serves as the primary partner within Career Discover and Success to college-based career services unit directors, director for academic advising, Academic Insights, and Biggio Center.

4. Ensures a high level of service delivery through high-impact onboarding, training, and supervision practices that are evidence-based and grounded in career development theory.

5. Leads the development and operationalization of a community of career development and education personnel derived from college-based career services units within the areas of career
Auburn University Job Description

advising/coaching, instruction, and student-facing programming, which works in collaboration with the director for academic advising to support the establishment of student success teams.

6. Leads, supervises, and mentors a team of highly skilled career strategists who work directly with students, faculty, and staff within academic colleges, as well as within career cluster and identity group communities.

7. Develops data-driven instructional tools, effectively evaluates resources, and maximizes instructional technology within career education. Supports faculty and staff development to drive career development integration.

8. Facilitates training and professional development opportunities for campus partners working in or supporting career development and education, specifically career advisors, coaches, and instructors, while also offering faculty and staff development opportunities.

9. May perform other duties as assigned to support strategic initiatives and operations related to career services and student success.

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.
# Auburn University Job Description

## Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Master's Degree</td>
<td>Degree in Higher Education Administration, Counseling, Curriculum and Instruction, Instructional Design, Human Resources, or related field.</td>
</tr>
<tr>
<td>Experience (yrs.)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Experience in coordinating and/or providing career development and education services. At least 2 years’ experience supervising, mentoring, or leading full-time staff.</td>
</tr>
</tbody>
</table>

**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 student development and counseling theories, Family Educational Rights and Privacy Act (FERPA) guidelines, legal and ethical guidelines regarding employment and experiential learning, JLD Federal guidelines, and NACE Professional Standards for career services. Ability to work with diverse groups across campus, including faculty, students, and staff. Ability to communicate and effectively build relationships with campus stakeholders. Ability to evaluate program data and make timely decisions to benefit student achievement and career success. Ability to manage, analyze and report qualitative and quantitative data.

## 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: 11/10/2022