
Auburn University Job Description

Job Title: **Assoc Dir, Career Development**

Job Family: No Family

Job Code: **AE40**

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

FLSA status: Exempt

Job Summary

Responsible for the design, implementation, and assessment of an array of career development services to undergraduate students, graduate students, and alumni clients. Oversees career counseling, programming strategy, career development workshops, and new program creation while supervising career counselors, graduate students, and Peer Career Advisors.

Essential Functions

1. Provides individual and group career counseling for students and alumni to assist them in making career decisions, choosing a major, developing a personal career plan, and finding employment.
2. Collaborates with others to develop long-range plans, goals, objectives and student learning outcomes for the career development area that supports the mission of the Career Services and Cooperative Education, the Division of Student Affairs, and Auburn University.
3. Creates, delivers, and assesses curriculum for the Deciding Majors Learning Community, "Your Major, Your Career" UNIV courses, COUN 3000, LBAR and HONR Lyceum.
4. Plans, develops, and/or presents informational programs related to issues such as career development, career choice, academic plans, workplace transition, and job search skill development.
5. Works closely with academic departments and schools/colleges to provide career services and programs related to academic majors.
6. Oversees all unit assessment initiatives, data collection and reporting for Career Services & Cooperative Education including developing and generating and updating annual assessment plan, data collection, and reports.
7. Oversees the marketing activities which include: updating website content, the design and creation of monthly department newsletter, designing marketing campaigns for programs and services, and management of all social media platforms.
8. Coordinates all purchases, inventory and proper usage of career and personality assessments utilized in the career counseling process including communication with vendors, managing on-line assessment administrations and reports, and coordinating class and group administrations.
9. Hires, trains, and manages a team of Peer Career Advisors, graduate students, and interns that offer services that include: resume reviews, job and internship assistance, Campus Career Closet, and presentations on campus.
10. Manages and coordinates Camp War Eagle, SOS orientation, and Your Major Workshop through staff scheduling, material and presentation creation, and marketing efforts.

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	Master's Degree	Degree in Counseling, Student Personnel Services or related field
Experience (yrs.)	3	Experience in career services or career counseling in a university or college setting

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 career counseling and student development theory and practice, Family Educational Rights and Privacy Act (FERPA), Title VII, EEO, National Career Development Association Ethical Standards, National Association of Colleges and Employers (NACE) standards and university policies and procedures.

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 walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 6/12/2019
