
Auburn University Job Description

Job Title: **Dir, Professional & Career Dev**

Job Family: No Family

Job Code: **AE71**

Grade SR13 \$70,000 - \$126,000

FLSA status: Exempt

Job Summary

Oversees the strategic direction and operational effectiveness of the Office of Professional and Career Development within the Harbert College of Business. Directs and provides overarching direction to the Professional Development, Career Development, and Employer Development programs to students.

Essential Functions

1. Develops and implements the strategic direction of the Office of Professional and Career Development, including recommending, developing, implementing, and assessing short-term and long-term goals and objectives for the Office.
2. Directs and ensures the successful development and operation of a comprehensive employer relations plan for attracting and maintaining high quality employers for business student employment and internship opportunities. Regularly engages and collaborates with employers.
3. Directs and ensures successful development, coordination, scheduling, staffing, delivery, and evaluation of the Professional Development credit-course sequence taught through the Office. May also teach these courses.
4. Directs and ensures effective delivery of comprehensive career coaching services including but not limited to one-on-one counseling, resume writing, skills and interests inventories, networking, communication, and search skills.
5. Develops, implements, and monitors industry-leading and NACE compliant processes for obtaining, analyzing, and reporting First Destination data of Harbert graduates. Oversees other data collecting and reporting services as required by accrediting agencies, university administrators, and other internal and external stakeholders.
6. Plans and administers the operational budget for the Office, including proposing additional expenditures to enhance student, employer, and/or staff development.
7. Directs and oversees all marketing and communication strategies and efforts of the Office, including all print and electronic media.
8. Cultivates positive relationships and effective partnerships/programs by serving as the chief liaison between the Office and the University Career Center, other college-specific career centers, college administrators, departmental internships/program coordinators, and external employers.

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 Business, Higher Education, or related field.
Experience (yrs.)	7	Experience in recruiting/hiring, career services, employer relations, and/or professional development in educational, governmental, or corporate setting. Must have at least 1 year experience directly managing full-time 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 career and professional development processes and techniques, budgeting practices, qualitative and quantitative assessment, 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires talking, hearing, .

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

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

Date: 12/5/2018
