
Auburn University Job Description

Job Title: **Dir, Professional Development**

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

Job Code: **AE71**

FLSA status: Exempt

Job Family: Student Resources

Job Function: Career Strategies

Job Summary

The Director of Professional Development for the Harbert College of Business will lead the career and professional development curriculum and coaching team. This includes oversight of all BUSI career courses, active collaboration on program champion-led career courses, oversight of career assessments, career coaching, and professional development events and activities hosted by the Office of Professional and Career Development including Harbert Connects - Mentorship Program. This role supervises a team of Career Coaches, Adjunct Instructors, Graduate Students, and Peer Instructors and is a key member of the career initiatives leadership team, and will report to the Executive Director for Career and & Employer Initiatives.

Essential Functions

1. Leads the development, monitoring, and/or revision of curricula for campus and online professional development courses taught by the Office of Professional & Career Development, ensuring consistency and integration across all courses.
2. Collaborates with program champions on curricular design ideas, progression, and assessment in alignment with other BUSI professional development courses.
3. Leads the career coaching/career development team to ensure consistency across coaching and professional development opportunities for students and/or alumni in making career decisions, career artifacts, career readiness, and job/internship plans and searches to ensure successful employer engagement.
4. Collaborates with the executive director on vision and execution of all career coaching and curriculum design, related student focused activities, teaching assignments, training, and assessment.
5. Supervises mentorship programs, and career coaching staff support, and promotes the programs to students, alumni, and College partners.
6. Collects and analyzes data including SkillSurvey, Course Evaluations, engagement, grades, attendance, and other key metrics to make data-informed decisions about career courses and student career readiness outcomes.
7. 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; Instructs or assists in teaching professional development courses offered by the department as needed.
8. Evaluates for effectiveness of delivery, currency with marketplace, and integration across all courses. Implements updates and changes for next academic year.
9. Oversees the identification, training, and evaluation of course instructors and peer instructors. Conducts gap analyses of instructors, develops and conducts training to address gaps; Coordinates course offerings each semester, including assessing course demand and planning all necessary course sections and capacities, as well as room and instructor assignments.
10. Performs other duties as assigned.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training,

Auburn University Job Description

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	Bachelor's Degree	Bachelor's Degree in Higher Education, Adult Education, Counseling, or other relevant degree is required. Master's Degree is preferred.
Experience (yrs.)	7	Experience in career advising, teaching, and curricula design in a higher education environment. At least 2 years' experience supervising, mentoring, or leading others.

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

MBTI Certification & Strong Interest Inventory Certification are preferred but not required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, sitting, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, .

Job occasionally requires reaching, climbing or balancing, and lifting up to 10 pounds.

No special vision requirements are required.

Date: 10/01/2023
