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## Auburn University Job Description

Job Title:	<b>Career Dev &amp; Coaching Mgr</b>	Job Family:	No Family
Job Code:	<b>AE82</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

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### Job Summary

The Career Development & Coaching Manager is responsible for collaborating with peer leadership in the development, implementation, and assessment of career coaching and professional development services and programs. Provides counsel in the development, strategic planning, and operation for the career development and coaching office.

### Essential Functions

1. Collaborates with peer leadership to identify, develop, implement, and assess strategic priorities. Reviews assessment data for team planning and decision-making. Implements the strategic direction including developing and assessing short-term and long-term goals and objectives for the program.
2. Coordinates programs, seminars, workshops, class presentations, and events related to professional development skills such as career development, job and internship searches, networking and personal branding, resume writing, interview skills, and job offer negotiations.
3. Conceives, designs, and implements a career readiness program accessible to all students.
4. Oversees individual and group career coaching for students and alumni regarding stages of the career development process including self-assessment, career exploration and decision-making, internship / job search materials and implementation, and job offer and salary negotiation.
5. Creates and presents informational materials to promote and market programs to students, parents, faculty, and employers to increase student participation in programs and other activities. Creates materials and mediums such as newsletters, web pages, and career field guides to advance career development initiatives.
6. Serves as a liaison between the career development office, programs, and stakeholders such as the University Career Center, college administrators, academic advisors, and departmental coordinators to cultivate effective partnerships and deliver services to students.
7. Contributes to tracking and reporting metrics of the career development and coaching programs and first-destination outcomes of students. Monitors and reports trends and outcomes. Provides annual reports and analysis to inform future program development.
8. Provides input to the leadership team to engage employers through interface of programs, employer visits, and position listings based on student disciplines and areas of interest.
9. Responsible for the development and maintenance of the website design, serving as a primary liaison to the Office of Communications and Marketing. In collaboration with the Office of Communications and Marketing, designs and develops branding materials to uniquely identify the office and increase awareness and market career resources, programs, opportunities, and meaningful connections between students, alumni, and employers.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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*The above essential functions are representative of major duties of positions in this job classification. Specific duties and*

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## **Auburn University Job Description**

*The above essential functions are representative of major duties or 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>
<b>Education</b>	Four-year college degree	No specific discipline required. Degree in Adult Education, Counseling, Higher Education Administration, or related fields desired.
<b>Experience (yrs.)</b>	5	Experience in career services or career counseling in an university or college setting.

### 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 development models and approaches to professional development programming. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Skills in active listening to include giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

### Certification or Licensure Requirements

None Required.

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## Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 11/9/2021

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