
Auburn University Job Description

Job Title: **Asst Dir, Emplr Relations-HCOB**

Job Family: No Family

Job Code: **AE93**

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

FLSA status: Exempt

Job Summary

The Asst Dir, Employer Relations for the Harbert College of Business (COB) provides leadership and operational oversight of employer relations in the Office of Professional and Career Development (OPCD) and serves as the primary liaison between the OPCD and other units that work with potential employers.

Essential Functions

1. Develops and fosters relationships with the employer community (business, industrial, non-profit, and government) that increases and improves quality of opportunities for students to develop professional skills, integrate academic learning with work, and secure jobs and internships. Collaborates regularly with Development staff to leverage and maximize shared relationships and leads for increased financial sponsorships and student recruiting opportunities. Includes one-on-one relationship building with college relations/recruiter contacts, as well as other hiring sources; networking in the Auburn and extended community through chambers of commerce and professional associations, alumni associations/groups and other organizations, as well as planning, executing and hosting special on-campus programming and off-campus career events.
 2. Coordinates all on-campus recruiting programs for OPCD-COB, ensuring information pertaining to career fairs, interview schedules, calendars, deadlines, and special arrangements and events is communicated to students, employers, faculty, and staff. Organizes and sets the annual recruiting calendar, including all deadlines and processes. Schedules dates for employer information sessions, interviews and fairs. Plans, organizes and coordinates all college relations activities between employers, academic departments and program champions, Office of Engagement, Development, and administration. Establishes and enforces guidelines for student participation in the recruiting program including recruiting deadlines, procedures and schedules.
 3. Leads coordination of employer relations with department-based faculty program champions. Assists with relationship building practices, setting strategic direction, and conflict mediations. Assists with training program champions in their role, goal setting, and best practices.
 4. Assesses employer recruiting needs, quality of recruiting services provided and other employer related data management in order to improve the recruiting program and contribute to the strategic plan of the OPCD. 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 OPCD and the College of Business.
 5. Assists with the development of marketing materials promoting career related activities for and within the OPCD, College of Business, and Auburn University.
 6. Provides career coaching support and job search strategies to students with special interests.
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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	Four-year college degree	Degree in Business, Human Resources, Communications or related field.
Experience (yrs.)	5	Experience in administering college relations, recruiting programs, or career coaching. At least 1 year 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 talent sourcing/recruitment, marketing/promotions, event planning, sales/business development, career services/management, and FERPA.

Certification or Licensure Requirements

None Required.

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.

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, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 12/5/2018
