
Auburn University Job Description

Job Title: **Asst Dir, Curricula**

Job Family: No Family

Job Code: **AE94**

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

FLSA status: Exempt

Job Summary

Leads and oversees the development, delivery, evaluation, and revision of all BUSI professional development courses taught in the Office of Professional & Career Development (OPCD), including identifying, training, and evaluating all instructors. This position will also coordinate with and support the instructors of the departmental courses so that the four-course sequence is integrated and effective.

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. Collaborates with program champions on curricular design ideas, progression, and assessment in alignment with other BUSI professional development courses. Evaluates for effectiveness of delivery, currency with marketplace, and integration across all courses. Implements updates and changes for next academic year.
2. Oversees the identification, training, and evaluation of course instructors and peer instructors. Conducts gap analyses of instructors, develops and conducts training to address gaps.
3. Coordinates course offerings each semester, including assessing course demand and planning all necessary course sections and capacities, as well as room and instructor assignments.
4. Designs and leads regular course evaluations/assessments/research and communicates findings with College leadership and other associated units such as advising, departments, the Biggio Center, etc.
5. Assists in teaching professional development courses offered by the OPCD.
6. Provides individual and group career coaching for students and alumni to assist in making career decisions, career artifacts, and job/internship plans and searches.

Supervisory Responsibility

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

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 Ed, Adult Ed, Counseling, or other relevant degree.
Experience (yrs.)	3	Experience in career advising, teaching, and curricula design in a higher education environment. Must have 1 year experience leading, mentoring or supervising 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 curriculum assessment methods and career counseling processes and procedures. Must have strong oral and written skills, including teaching and training, collaboration and direction.

Certification or Licensure Requirements

Prefer certification in career assessments (e.g., strong interest inventory, Myers Briggs), as well as career coaching certification.

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 standing, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires walking, reaching, stooping/kneeling/crouching/crawling,

Experience in career advising, teaching, and curricula design in a higher education environment. Must have 1 year experience leading, mentoring or supervising employees.

Date: 12/5/2018
