Auburn University Job Description

Job Title: Asst Dir, Career Coaching
Job Code: AE95
FLSA status: Exempt

Job Code:
Job Family: No Family
Grade 35: $51,900 - $86,400

Job Summary
Leads and trains all career coaches and oversees all coaching activities in the OPCD; provides guidance to the OPCD mentorship programs and will design, implement, and provide continuing oversight of the planned career coaching fellowship program.

Essential Functions

1. Manages hiring, training, and coordination of duties of all coaching and ancillary staff involved in providing career coaching services (e.g., career exploration, career management education, career management preparation, job/internship search, etc.) to students and alumni, including scheduling walk-in hours and student populations assignments. Provides leadership in setting and enforcing coaching policies and standards. Contributes to annual performance reviews and employee management responsibilities. Collaborates with OPCD team on program development and execution.

2. Collaborates with the director on vision and execution of all career coaching and related student-focused activities of the OPCD and with the Assistant Director of Curricula on teaching assignments, training, and assessment.

3. Collaborates with director on the vision and design of a career coaching fellowship program and leads execution and delivery, including hiring and supervising graduate assistants to support teaching and coaching.

4. Supervises mentorship programs, ensures career coaching staff support, and promotes the programs to students, alumni, and College partners.

5. Participates in assessment and strategic planning for the OPCD with emphasis on student learning outcomes and supporting the mission of the College and the University.

6. Provides individual and group career coaching for students and alumni to assist in making career decisions, career artifacts, career readiness, and job/internship plans and searches.

7. Assists in teaching professional development courses offered by the OPCD.

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.
### Auburn University Job Description

#### Minimum Required Education and Experience

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree</td>
<td>Master's Degree</td>
<td>Degree in Business, Higher Ed, Adult Ed, Counseling, or other relevant degree.</td>
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**Experience (yrs.)** 3

Experience in career services or career counseling in a university or college setting. Must have at least 1 year mentoring, leading, 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 budgeting practices, promotional strategies, qualitative and quantitative assessment and University policies and procedures.

**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.

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 sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 50 pounds.

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