
Auburn University Job Description

Job Title: **Career Strategist**

Job Family: No Family

Job Code: **CA53**

Grade SR09: \$45,100 - \$72,200

FLSA status: Exempt

Job Summary

The Career Strategist coaches and consults with students regarding career development, various types of work experience opportunities, resources, registering for services, programs, and events, and job search strategies. Develops successful partnerships that connect business, employers, students, and alumni to the designated academic unit and Career Discovery and Success (CDS).

Essential Functions

1. Serves as a strategist between Career Discovery and Success and the designated academic unit and is responsible for working closely with strategic partners creating a culture of collaboration among a variety of stakeholders.
2. Serves as an advocate for their assigned student populations increasing exposure and access to more diverse employers and employment opportunities.
3. Assists in facilitating, promoting, and expanding interaction with business and industry, government, and non-profit employers to create and increase career-related work experience opportunities, e.g. co-ops, internships, volunteer, and summer employment.
4. Facilitates the integration of career readiness and articulation by working directly with faculty and staff at the college and program level, collaborating and communicating between career services and academic advising.
5. Supports and assists in development, direction, administration, and promotion of university-wide Career Strategist and CDS service programs.
6. Supports student success outcomes and key QEP success factors through career advising and coaching, instruction, and opportunities to scale engagement at the college level while maximizing support around engagement in experiential learning, job search strategies, graduate and professional school preparation, and career competency articulation.
7. Assists in delivering other core Career Center programs including teaching career development courses, career coaching, and employer education related to academic unit and student population.
8. Performs other related duties as assigned.

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	Four-year college degree with at least 18 credit hours of graduate-level coursework.	Bachelors Degree from an accredited university is desired. At least 18 credit hours of graduate-level coursework completed in the discipline is required. Masters Degree in Counseling, Higher Education, Social Work, Human Services or related field is preferred.
Experience (yrs.)	4	Experience in career services or programs to include program development and project management, career assessment instruments, resume-writing, job search correspondence or interviewing, and the summer job and internship search.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of a broad range of career paths and insight related to academic disciplines being served. Knowledge into the application process and materials for industry and graduate/professional schools, as well as knowledge and applicable skill related to career decision-making interventions and career competency development and articulation.

Certification or Licensure Requirements

None Required.

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 walking, sitting, reaching, talking, hearing, .

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

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

Date: 4/10/2023
