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## Auburn University Job Description

Job Title: **Asst Dir, Career Coach & Prog**

Job Family: No Family

Job Code: **AD63**

Grade AA11 \$54,900 -\$93,300

FLSA status: Exempt

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### Job Summary

The Assistant Director of Career Coaching and Program oversees all individual and group career coaching activities. Promotes signature programs related to career counseling and professional development to create the next generation of engineers capable of long-term success in a wide variety of career fields. Serves as an integral member of the Career Development and Corporate Relations leadership team.

### Essential Functions

1. Leads and implements the direction of individual & group career coaching and program delivery to align with CDCR strategic goals including development and assessment of short-term and long-term goals and objectives.
2. Directs coordination of career programs, seminars, workshops, class presentations, and events related to professional development, job and internship searches, networking and personal branding, resume writing, interview skills, and job offer negotiation.
3. Serves as a liaison to university stakeholders such as the Office of Career Discovery and Success, college administrators, and departments. Conducts department, student services, and student organization outreach to promote career development programs and services; coordinates career development presentation requests.
4. Hires, trains, coaches, supervises, and evaluates professional and graduate assistant staff; responsible for ensuring the training and development needs of personnel are met.
5. Promotes and monitors student engagement in career development and coaching services; examines program impact on student outcomes and adapts career development coaching and programming services based on student outcome needs and impact. Develops surveys and other data collection tools in support of this activity.
6. Provides individual and group career coaching for students and/or 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.
7. Conducts assessment of career development coaching appointments and programs.
8. Provides input to the team to engage employers through interface of programs, employer visits, and position listings based on student disciplines and areas of interest.
9. Serves as liaison to engineering alumni council activities as it relates to career development programming.
10. Serves as a point of contact for employer and alumni on-campus visits related to student career development programs; facilitates student and employer program engagement.
11. Performs other duties as assigned.

### 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.

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*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>
<b>Education</b>	Four-year college degree	Degree in Administration, Human Resources, Public Relations, Counseling, Higher Education Administration, Communications or related field.
<b>Experience (yrs.)</b>	5	Experience in career services or career counseling. 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 career development models and approaches to professional development programming. Strong leadership skills. Proficiency in writing solicitation letters and proposal materials and creating/managing budgets. Well-developed communication skills, both written and verbal, and an aptitude for public speaking, excellent computer skills, well-developed organizational and interpersonal skills.

#### 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: 11/10/2022

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