AUBURN
Human Resources

Mgr, Career Services

Job Description

JOB INFORMATION

Job Code	AD62
Job Description Title	Mgr, Career Services
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/15/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

Reporting to the Assistant Director, Corporation Relations & Professional Development, the Career Services Manager manages all company engagements in the Samuel Ginn College of Engineering, creating a recruitment strategy for employers to hire students for internship, co-op and full-time job positions. Manages budgets and oversees data collection and reporting for the office.

RESPONSIBILITIES

- Collaborates with 700+ industry contacts and employer representatives to discuss recruitment needs and provide guidance regarding engaging with students, faculty, and staff.
- Plans, manages, and promotes all aspects of one-on-one employer events and workshops in collaboration with career development team to enhance the relationships and reputation with internal and external stakeholders. The events include but not limited to career fairs, employer events, industry days, co-op and internship days, and career panels. Manages logistics of all events, including: designing invitations and programs; developing and managing guest lists and responses; securing various vendors (entertainment, tenting, rentals, catering, security, parking); coordinating committees and volunteer support services
- Markets and promotes events through collaboration with departments, student organization administrator, and ambassadors of the college. Arranges and oversees events, campus visits from corporate representatives, donors, or alumni and guest speakers to foster engagement between alumni and the faculty, staff and students of the college or school. Serves as a liaison with faculty members for industry speakers and partnerships throughout the college.
- Collects and strategically analyzes data regarding student and employer engagement and satisfaction, outcomes, and other measures of operational goals for Career Development and Corporate Relations (CDCR) through Salesforce, Excel, Qualtrics, Handshake, and other technology.
- Participates in setting and implementing strategic objectives for the Corporate Relations team and the CDCR Office.
- Manages employees involved in providing career services to students and alumni.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Human Resources, Business Administration, Marketing, Public Relations, Hospitality or related field.	and	5 years of	Experience in coordinating and/or providing career services and/or programs. Must have at least 1 year mentoring, leading, or supervising employees.	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Strong leadership skills.	
Proficiency in writing solicitation letters and proposal materials and creating and 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.	
Ability to accurately delivery information, news, and events related to career development via websites, email, list serves, and social media platforms.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.