AUBURN
Human Resources

Dir, Career Coaching & Program

Job Description

JOB INFORMATION

Job Code	AD63
Job Description Title	Dir, Career Coaching & Program
Pay Grade	SR13
Range Minimum	$76,920
33rd %	$97,430
Range Midpoint	$107,690
67th %	$117,950
Range Maximum	$138,460
Exemption Status	Exempt
Approved Date:	10/2/2024 3:31:38 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

The Director of Career Coaching and Program oversees all career coaching efforts, including resource development, customization and training for effectiveness. Provides all data collection and reporting for student engagement with the Engineering CDCR team. Develops and implements customized career development programming and resources to create access for all undergraduate and graduate engineering students.

RESPONSIBILITIES

- Provides individual and group career coaching/career development opportunities for students and/or alumni to assist in making career decisions, career artifacts, career readiness, and job and internship plans and searches to ensure successful employer engagement.
- Collaborates with leadership on vision and execution of all career coaching, related student focused activities, training, and assessment.
- Collaborates with leadership on the vision and design of a career coaching program and leads execution and delivery.
- Participates in assessment and strategic planning with emphasis on student learning outcomes and supporting the mission of the college and the university. Develops surveys and other data collection tools in support of this activity.
- May manage 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 team on program development and execution.
- Develops career readiness resources, programs, and partnerships to best serve Auburn Engineering graduate students.
- Manages all student preparation and experience with the Auburn University Co-op Program and develop and implement Engineering Internship Program. This includes program marketing, program development, student preparation resources and tracking, co-op and internship role reporting, course registration, and resources and strategies for transition to and from work.
- Serves as liaison to Career Discovery and Success regarding student career readiness resources and overall career development platforms.
- Serves as liaison to best support navigating undergraduate research opportunities with students, which includes serving on committees, working with Associate Deans of Undergraduate and Graduate Studies, and providing insight on the student experience as they navigate seeking undergraduate research.
- Partners with Corporate Relations team to best support interactions, engagements and programming between engineering students and employers.

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	
Master's Degree	Degree in Administration of Higher Education or related field.	and	7 years of	Experience in career services or career counseling in a university or college setting. Must have at least 1 year of leading, supervising, and mentoring a professional team.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

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	
Hearing					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.