AUBURN
Human Resources

# Exec Dir, Career & Employer Initiatives

Job Description

## JOB INFORMATION

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| Job Code | AD70 |
| Job Description Title | Exec Dir, Career & Employer Initiatives |
| Pay Grade | SR15 |
| Range Minimum | $98,220 |
| 33rd % | $127,690 |
| Range Midpoint | $142,420 |
| 67th % | $157,150 |
| Range Maximum | $186,620 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/19/2023 |

## JOB FAMILY AND FUNCTION

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| Job Family: | Student Resources |
| Job Function: | Career Strategies |

## JOB SUMMARY

The Executive Director of Career and Employer Initiatives leads the Harbert College's distributed career services operations and coordinates career education and employer initiatives within the College. Directly overseeing the Office of Professional and Career Development (undergraduate career center) and indirectly oversees departmental Program Champions, and Graduate Career Services, particularly for employer outreach and student career outcomes. Provides a clear vision and strategic goals for career outcomes, establishes and leads employer relations priorities, and serve as the college's liaison for university career-related activities.

## RESPONSIBILITIES

- Strategic Vision and Leadership: Cultivates a robust, high-performance career ecosystem that includes setting the strategic vision, goals, and action plans for college-wide career services; provides leadership and oversight for the Office of Professional and Career Development (OPCD) and the broader distributed network of career services professionals toward achievement of goals.
- Career Readiness Achievement: Establishes and continuously improves a student-oriented career-readiness framework and scorecard; leads performance for and achievement of college-wide career-readiness outcomes.
- Employer Relations Achievement: Establishes strategic employer engagement priorities; leads performance for and achievement of college-wide employer engagement outcomes. Guides and coordinates college-wide employer engagement activities.
- College and Campus Liaison: Nurtures and leverages relationships with University career services and college partners--academic advising, student recruitment and outreach, advancement, and college leaders.
- Management and Budgetary Responsibilities: Fosters a professional culture in the OPCD including an environment of mutual respect that reinforces the shared values of the Harbert College and the OPCD in particular, a safe and collaborative environment for open dialogue, personal responsibility for communication and character, and an open-minded and unbiased approach in working with staff and students, leading by example for both staff and students. Manages the OPCD operations, budget, personnel, technology, and data.

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

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| 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 | in Business, Higher Education, or related field. | and | 10 years of | related professional experience with 5+ years leading career and employer initiatives, and managing career services professionals in an academic or corporate setting. Must have at least 2 years of experience directly supervising full-time employees. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of budgeting practices, promotional strategies, qualitative and quantitative assessment and University policies and procedures. | |

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| 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 | |
| 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:** |
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| Ability to see information in print and/or electronically. |