AUBURN
Human Resources

Agriculture Career Services Manager

Job Description

JOB INFORMATION

Job Code	AD94
Job Description Title	Agriculture Career Services Manager
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:	5/29/2025 5:26:03 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

Oversees the planning and execution of projects, programs and initiatives for the College of Agriculture while providing services and guidance to support the success and development of current students.

RESPONSIBILITIES

- Manages the professional and career development activities for students within the college. This includes Our Work Seminars, Career Fairs, and Ag Alumni Mentoring Program. Works with Career Discovery and Success liaison. Partners with campus career professionals to enhance and expand career and professional development opportunities for students. Markets student activities and opportunities to students, faculty, and staff within the College via e-mail, tv announcements, and other communication platforms.
- Utilizes Salesforce to identify strengths and needs in career and professional development for students. Utilizes Salesforce to track corporate engagement. Works with departments to assist in career and professional development as needed. Utilizes Salesforce and Marketing Cloud to communicate with and target appropriate audiences for programming and events. Utilizes data-driven insights to enhance career success and student engagement.
- Manages the Ag Peer Mentor Program. Advises and oversees Ag Council officers and activities associated with the group. Mentors and coaches performance and activities of students.
- Plans and implements College of Agriculture events including the Student Awards Ceremony, Women in Agriculture, and Graduation Celebration. Assists with other events such as alumni receptions as needed. Provides leadership for college awards selections.
- Coordinates Undergraduate Research Fellowship Program for the college. Oversee selection process and program administration. Promotes UG research and connect students with potential mentors. Directs UG Research Peer Mentors.
- Cultivate and strengthens relationships with corporate partners, alumni, and key stakeholders. Engages industry and alumni in student professional development programs including the Ag Alumni Mentoring Program, Career Fairs and Our Work Films.

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	Supervises others with full supervisory responsibility.

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	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong leadership skills.	
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	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	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	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.