AUBURN
Human Resources

Dir, Univ Career Strategy

Job Description

JOB INFORMATION

Job Code	AE06
Job Description Title	Dir, Univ Career Strategy
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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

Career Discovery and Success leads and supports the University's strategic goals for student achievement by supporting students' post-graduation outcomes through a coordinated approach to comprehensive, innovative, and high impact career services across the campus landscape. The Director for University Career Strategy will focus efforts to support students in launching and navigating their careers by developing and operationalizing a scalable and cohesive career education strategy that further engages academic units, faculty, staff, and campus partners. With an emphasis on effective communication and strong partnerships, the director facilitates the collaborative development of best practices, training, and professional development across distributed career advisors, coaches, champions, instructors, and strategists to establish continuity in service delivery and instruction, as well as drive innovation in career development and educational practices. The primary focus is to work towards equitable access to career development services for students that support equitable post-graduation career outcomes across distributed, college-based career services units.

This position reports to and works closely with the Executive Director for Career Discovery and Success and will supervise a team of career strategists, which may be embedded in academic units or responsible for leading career communities organized by career clusters and/or identity groups. The Director will develop and implement strategies that will create innovative, dynamic, equitable, and high-quality career education for students through direct student services and instruction. This position will provide opportunities for faculty and staff development and training, enhanced collaboration and communication between career services and academic advising, as well as campus-wide resource evaluation and acquisition to support continuity across distributed, college-based career services units. Through data-driven strategic planning, the Director drives innovative practice focused on career competency development and articulation within the curricular and co-curricular student experience. The Director will focus the development of interventions and tactics to support student outcomes through career advising/coaching, instruction, and opportunities to scale engagement while maximizing resources that support engagement in experiential learning, job search strategies, graduate and professional school preparation, and career competency articulation. This position will work in partnership with and serve as the primary liaison to college-based career services unit directors, the director for academic advising, Academic Insights and the Biggio Center. Some nights and weekends, as well as limited travel are required.

RESPONSIBILITIES

- Identifies and prioritizes strategic goals and associated metrics for success and integrates regular assessment that evaluates interventions and tactics that drive innovative practice within career development and education across campus, while supporting strategic and operational plans.
- Develops strategies that align with university strategic goals and academic college initiatives to support the innovative integration of career development and education within the student experience.

RESPONSIBILITIES

- Serves as the primary partner within Career Discover and Success to college-based career services unit directors, director for academic advising, Academic Insight, and Biggio Center.
- Ensures a high level of service delivery through high-impact onboarding, training, and supervision practices that are evidence-based and grounded in career development theory.
- Leads the development and operationalization of a community of career development and education personnel derived from college-based career services units within the areas of career advising/coaching, instruction, and student-facing programming, which works in collaboration with the director for academic advising to support the establishment of student success teams.
- Leads, supervises, and mentors a team of highly skilled career strategists who work directly with students, faculty, and staff within academic colleges, as well as within career cluster and identity group communities.
- Develops data-driven instructional tools, effectively evaluates resources, and maximizes instructional technology within career education. Supports faculty and staff development to drive career development integration.
- Facilitates training and professional development opportunities for campus partners working in or supporting career development and education, specifically career advisors, coaches, and instructors, while also offering faculty and staff development opportunities.

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	
Master's Degree	Degree in Higher Education Administration, Counseling, Curriculum and Instruction, Instructional Design, Human Resources, or related field.	and	6 years of	Experience in coordinating and/or providing career development and education services. At least 2 years' experience supervising, mentoring, or leading full-time staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of student development and counseling theories, Family Educational Rights and Privacy Act (FERPA) guidelines, legal and ethical guidelines regarding employment and experiential learning, JLD Federal guidelines, and NACE Professional Standards for career services.	
Ability to work with diverse groups across campus, including faculty, students, and staff.	
Ability to communicate and effectively build relationships with campus stakeholders.	
Ability to evaluate program data and make timely decisions to benefit student achievement and career success.	
Ability to manage, analyze and report qualitative and quantitative data.	

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	
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.