AUBURN
Human Resources

Spec III, Career Services

Job Description

JOB INFORMATION

Job Code	AE22C
Job Description Title	Spec III, Career Services
Pay Grade	SR09
Range Minimum	$49,490
33rd %	$59,390
Range Midpoint	$64,340
67th %	$69,290
Range Maximum	$79,190
Exemption Status	Exempt
Approved Date:	5/1/2025 11:53:19 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

Coordinates programs and activities related to placement services and career development services for students and alumni.

RESPONSIBILITIES

- Develops, coordinates, presents various special projects, career planning, and placement classes, workshops, seminars, and career fairs.
- May counsel and advise students, alumni, and others regarding their interests, abilities, and qualifications related to career planning.
- Develops and maintains effective contact with business, industrial, and governmental employers.
- Develops and manages the on-line recruitment process.
- Serves as liaison with faculty and other advisors seeking career information.
- Conducts studies, compiles data, and prepares reports, as needed.
- Secures financial sponsorships and contributions from organizations.
- May have budget responsibilities for a program.
- May be responsible for teaching academic courses, seminars, and/or workshops related to career planning.

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	May supervise employees but supervision is not the main focus of the job.

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	no specific discipline	and	4 years of	Experience in coordinating and/or providing career services and/or programs	And
Master's Degree	may be required for positions which require teaching.				

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 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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.