AUBURN
Human Resources

Dir, Graduate Career Services

Job Description

JOB INFORMATION

Job Code	AE27
Job Description Title	Dir, Graduate Career Services
Pay Grade	SR14
Range Minimum	$88,460
33rd %	$112,050
Range Midpoint	$123,840
67th %	$135,640
Range Maximum	$159,230
Exemption Status	Exempt
Approved Date:	6/3/2024 12:19:06 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

Directs and oversees all employer relations efforts and career services programs for graduate students in the College of Business.

RESPONSIBILITIES

- Provides strategic vision and leadership for Graduate Career Services (GCS). Develops and manages GCS and the GCS team effectively and efficiently. Manages the program budget and deploys resources effectively. Seeks and implements career service improvements. Champions GCS and our students across all internal and external stakeholders.
- Coaches graduate students through the career exploration and discovery process. Assists students in the development, implementation, and execution of their individual career search process. Delivers coaching services through individual and group appointments.
- Proactively seeks out and establishes relationships with graduate-level recruiting teams at recognized employers in anticipation of student needs. Represents AU, HCOB, and Graduate Programs to hiring firms and positions HCOB GCS as a candidate resource for firms for interns and career positions. Assists students as able with connections to target firms. Works in parallel with students as they identify and drive their own company relationship process.
- Develops and delivers opportunities outside the classroom that enhance student's competitiveness in the marketplace. Includes but is not limited to employer-related activities (e.g., find, setup, and host/travel to employers and events, etc.) and curriculum/programming (e.g., Excel Bootcamp, Leadership Development, etc.) that enhances skills needed in the workplace.
- Enhances program reputation and stature including overseeing accurate and high integrity accreditation and ranking data collection and reporting.
- Communicates regularly with the staff of the undergraduate career services office concerning career development activities such as job or internship fairs, career coaching sessions, and recruiting or interviewing activities.
- May participate in professional organizations related to career services.
- May be responsible for teaching academic courses.

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 Higher Education Administration, Counseling, Business or related field	and	8 years of	Experience in coordinating and/or providing career planning and counseling services.	Or
PhD	Degree in Higher Education Administration, Counseling, Business or related field		6 years of	Experience in coordinating and/or providing career planning and counseling services.	

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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of student development and counseling theories, Family Educational Rights and Privacy Act (FERPA) guidelines, legal and ethical guidelines regarding employment, JLD Federal guidelines, and NACE Professional Standards for career services.	
Excellent communication (both written and verbal), leadership, and time management skills.	
Critical thinking, interpersonal, problem-solving, and analytical skills.	
Detail-oriented, with exceptional organizational and multitasking abilities.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.