AUBURN
Human Resources

Asst Dir, Career Connections

Job Description

JOB INFORMATION

Job Code	AE30
Job Description Title	Asst Dir, Career Connections
Pay Grade	SR11
Range Minimum	$60,320
33rd %	$74,390
Range Midpoint	$81,430
67th %	$88,470
Range Maximum	$102,540
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/27/2024

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

The Assistant Director for Career Connections will work collaboratively with numerous programs and units across campus. This position focuses on implementing and enhancing new approaches to support students' career planning through experiential learning opportunities, which requires working with team members and colleagues from across the university to provide opportunities to directly connect students with employers and alumni. In addition, this position provides intensive, focused, and purposeful relationships with external partners to create new experiential learning opportunities and full-time jobs.

RESPONSIBILITIES

- Responsible for the creation of a strategic approach to developing new relationships with employers with specific outcomes relating to new internships, experiential learning opportunities, and full-time jobs, as well as expanded networking programs for the University; seeks to develop a strong pipeline of opportunities for all academic programs at Auburn University in partnership with central and college units.
- Supports employer education through providing resources and consultation on developing and submitting job listings and career exploration experiences, on-campus recruiting, and career connection events with the University’s career services management system. Maintains accurate employer education content on the website and with the Career Services Management System.
- Works with employers across all industries, gathering information on employment trends and professional skill needs. Shares information with career strategy/coaching staff, the Career Services Network, and the Auburn University community through training, meetings, and strategic marketing, which supports an annual employer summit for enhanced learning between industry and the university community.
- Conducts data mining for lead generation for experiential learning and jobs relevant to the Auburn University population through review of print, electronic, and related media job sites, as well as through engagement metrics in the career services management platform and Salesforce. Researches and stays informed on hiring practices, employment trends, and other labor-related issues and shares special topics, trends, and best practices with the Auburn University Career Consortium and key Knowledge Groups.
- Develops surveys, compiles data, and prepares reports relating to student experiential learning (geographic locations, industry sectors, salaries, work hours, etc.), employer and student recruitment engagements, and experiential learning outcomes (student learning outcomes), and works with Academic Insight to build university outcome data related to experiential learning and first destination outcomes (correlations and trends) that demonstrate and help drive an elevated student experience.
- Works with campus partners (academic and student affairs) to support their experiential learning data collection efforts through a system integration approach that allows for a consistent data collection process between the career services management system and other integrated systems to enhance university data collection efforts that support the QEP and with Academic Insight.

RESPONSIBILITIES

- Supervises the coordinator of and oversees the Job Location and Development (JLD) grant program including developing the annual budget monitoring expenditures and managing graduate assistants on the employer relations team; develops key performance indicators, coaches, and provides a solid learning experience.
- Involved in developing and implementing company and geographic learning treks utilizing new partnerships created with parents, alumni, and other external partners as part of a broader career exploration strategy open to all students. Assists in developing and implementing networking programs that include a strong alumni presence, such as the shadowing/informational interviewing program and other newly created partnerships with key personnel across the University. This includes developing and coordinating programs, the processes that support managing and running programs efficiently, including risk assessment and policy development related to experiential opportunities (Student Travel, No Show Policies, Title IX, Opportunity Posting Review and Approval, EEOO, etc.)

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	
Bachelor's Degree	with no specific discipline is required.	and	5 years of	experience working with community outreach organizations or students in formal or informal education environments. At least 1 year of experience supervising, mentoring, or leading. Experience with educational programming and implementation preferred.	Or
Master's Degree	with no specific discipline		3 years of	experience working with community outreach organizations or students in formal or informal education environments. At least 1 year of experience supervising, mentoring, or leading. Experience with educational programming and implementation preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of college recruiting principles, practices and guidelines NACE Professional Standards for Students and Employers, FERPA, Title VII, and EEO guidelines. Proficient with standard office computer software such as Word, Excel, PowerPoint, etc.

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.