AUBURN
Human Resources

Asst Dir, Career Counseling

Job Description

JOB INFORMATION

Job Code	AE40
Job Description Title	Asst Dir, Career Counseling
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	8/29/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

Reporting to the Director of the Exploration Center in Career Discovery and Success, the Assistant Director for Career Exploration Counseling oversees the successful implementation of all related functions and components of career counseling training and supervision, as well as implementing strategic initiatives under the supervision of and in collaboration with the Director of the Exploration Center. Maintains daily operations related to career counseling and career exploration, and supports operations related to instruction in partnership with the Assistant Director, Exploratory Advising. This position teaches and is the instructor of record for one or two in-person, online, and/or hybrid sections of EXPL 1010 and/or 1020, or other Career Discovery and Success supported classes, as needed, and supervises graduate student career exploration counselors and course co-instructors.

RESPONSIBILITIES

- Manages the daily operations related to Career Exploration and Counseling practice within the office The Exploration Center, a functional and interdependent unit within Career Discovery and Success.
- Assists in establishing and implementing policies and procedures related to individual and group career exploration and counseling services in collaboration with the Assistant Director for Exploratory Advising, and under the supervision of the Director of the Exploration Center.
- Coordinates, with the unit's administrative assistant, the scheduling of career counselors to offer career exploration and career counseling services.
- Provides individual and group career counseling for students and alumni to assist them in making career decisions, choosing a major, developing a personal career plan, and finding employment.
- Teaches at minimum one section of EXPL 1010, 1020, or other CDS-offered course as instructor of record each year, and supports the development, delivery, and assessment of course curriculum and the supervision co-instructors each semester.
- Provides ongoing training and supervision to career exploration counselors, who may provide supervision to career exploration counselor graduate assistants.
- Works in coordination and collaborates with the Assistant Director of Exploratory Advising to cross-train exploratory career counselors and academic advisors.
- Supervises the graduate assistantship, practicum, and internship opportunities for students in a CACREP accredited counselor education program at Auburn University. These experiences for CACREP accredited counseling programs are completed under the supervision of the assistant director and qualified career counseling staff, which includes weekly one hour group trainings and individual supervision meetings for students engaging in experiential learning for academic credit within the Exploratory Center.
- Assists in collecting and reporting activity, satisfaction, and outcomes data in collaboration with the Director of the Exploration Center and Assistant Director of Exploratory Advising on a semester and annual basis, as

RESPONSIBILITIES

	well as works in partnership with the Director to support the development of an evaluation plan and possible research agenda related to major and career exploration, counseling, and related programs and services to provide accountability, continual improvement, and demonstration of best practices.
•	Serves as a liaison to internal and external constituents, and occasionally delivers career education programs to community groups and agencies.

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 Career Counseling, Counselor Education and Supervision, School Counseling, Mental Health Counseling, Rehabilitation Counseling, Counseling Psychology, or School Psychology.	and	5 years of	Experience in career services or career counseling in a university or college setting. Must have at least 1 year of leading, supervising, and mentoring a professional team.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of career counseling and counseling practice, as well as counseling supervision.	
Competence in legal and ethical decision-making and multicultural counseling.	
Knowledge of qualitative and quantitative assessment, as well as university policies and procedures.	
Knowledge of career counseling and student development theory and practice, Family Educational Rights and Privacy Act (FERPA), HPAA, Title IX, Title VII, EEO, National Career Development Association (NCDA) Ethical Standards, National Association of Colleges, and Employers (NACE) standards and university policies and procedures.	

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.