AUBURN
Human Resources

Dir, Professional Development

Job Description

JOB INFORMATION

Job Code	AE71
Job Description Title	Dir, Professional Development
Pay Grade	SR13
Range Minimum	$76,920
33rd %	$97,430
Range Midpoint	$107,690
67th %	$117,950
Range Maximum	$138,460
Exemption Status	Exempt
Organizational use restricted to the following divisions	123 College of Business
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/1/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

The Director of Professional Development for the Harbert College of Business will lead the career and professional development curriculum and coaching team. This includes oversight of all BUSI career courses, active collaboration on program champion-led career courses, oversight of career assessments, career coaching, and professional development events and activities hosted by the Office of Professional and Career Development including Harbert Connects - Mentorship Program. This role supervises a team of Career Coaches, Adjunct Instructors, Graduate Students, and Peer Instructors and is a key member of the career initiatives leadership team, and will report to the Executive Director for Career and & Employer Initiatives.

RESPONSIBILITIES

- Leads the development, monitoring, and/or revision of curricula for campus and online professional development courses taught by the Office of Professional & Career Development, ensuring consistency and integration across all courses.
- Collaborates with program champions on curricular design ideas, progression, and assessment in alignment with other BUSI professional development courses.
- Leads the career coaching/career development team to ensure consistency across coaching and professional development opportunities for students and/or alumni in making career decisions, career artifacts, career readiness, and job/internship plans and searches to ensure successful employer engagement.
- Collaborates with the executive director on vision and execution of all career coaching and curriculum design, related student focused activities, teaching assignments, training, and assessment.
- Supervises mentorship programs, and career coaching staff support, and promotes the programs to students, alumni, and College partners.
- Collects and analyzes data including SkillSurvey, Course Evaluations, engagement, grades, attendance, and other key metrics to make data-informed decisions about career courses and student career readiness outcomes.
- Participates in assessment and strategic planning with emphasis on student learning outcomes and supporting the mission of the College and the university; Develops surveys and other data collection tools in support of this activity; Instructs or assists in teaching professional development courses offered by the department as needed.
- Evaluates for effectiveness of delivery, currency with marketplace, and integration across all courses. Implements updates and changes for next academic year.

RESPONSIBILITIES

- Oversees the identification, training, and evaluation of course instructors and peer instructors. Conducts gap analyses of instructors, develops and conducts training to address gaps; Coordinates course offerings each semester, including assessing course demand and planning all necessary course sections and capacities, as well as room and instructor assignments.

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	in Higher Education, Adult Education, Counseling, or other relevant degree is required. Master's Degree is preferred.	and	7 years of	experience in career advising, teaching, and curricula design in a higher education environment. At least 2 years' experience supervising, mentoring, or leading others	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of career and professional development processes and techniques, budgeting practices, qualitative and quantitative assessment, and University policies and procedures.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Other	MBTI Certification & Strong Interest Inventory Certification are preferred but not required		Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Walking			X			
Sitting					X	
Lifting		X				10 pounds
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:

No special vision requirements.