AUBURN
Human Resources

Career Development & Coaching Mgr

Job Description

JOB INFORMATION

Job Code	AE82
Job Description Title	Career Development & Coaching Mgr
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/9/2021

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

The Career Development & Coaching Manager is responsible for collaborating with peer leadership in the development, implementation, and assessment of career coaching and professional development services and programs. Provides counsel in the development, strategic planning, and operation for the career development and coaching office.

RESPONSIBILITIES

- Collaborates with peer leadership to identify, develop, implement, and assess strategic priorities. Reviews assessment data for team planning and decision-making. Implements the strategic direction including developing and assessing short-term and long-term goals and objectives for the program.
- Coordinates programs, seminars, workshops, class presentations, and events related to professional development skills such as career development, job and internship searches, networking and personal branding, resume writing, interview skills, and job offer negotiations.
- Conceives, designs, and implements a career readiness program accessible to all students.
- Oversees individual and group career coaching for students and alumni regarding stages of the career development process including self-assessment, career exploration and decision-making, internship / job search materials and implementation, and job offer and salary negotiation.
- Creates and presents informational materials to promote and market programs to students, parents, faculty, and employers to increase student participation in programs and other activities. Creates materials and mediums such as newsletters, web pages, and career field guides to advance career development initiatives.
- Serves as a liaison between the career development office, programs, and stakeholders such as the University Career Center, college administrators, academic advisors, and departmental coordinators to cultivate effective partnerships and deliver services to students.
- Contributes to tracking and reporting metrics of the career development and coaching programs and first-destination outcomes of students. Monitors and reports trends and outcomes. Provides annual reports and analysis to inform future program development.
- Provides input to the leadership team to engage employers through interface of programs, employer visits, and position listings based on student disciplines and areas of interest.
- Responsible for the development and maintenance of the website design, serving as a primary liaison to the Office of Communications and Marketing. In collaboration with the Office of Communications and Marketing, designs and develops branding materials to uniquely identify the office and increase awareness and market career resources, programs, opportunities, and meaningful connections between students, alumni, and employers.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 required. Degree in Adult Education, Counseling, Higher Education Administration, or related fields desired.	and	5 years of	Experience in career services or career counseling in an university or college setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of career development models and approaches to professional development programming.	
Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.	
Skills in active listening to include giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.