AUBURN
Human Resources

Dir, Corporate Relations & Professional Development

Job Description

JOB INFORMATION

Job Code	AE86
Job Description Title	Dir, Corporate Relations & 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	128 Samuel Ginn Col of Engineering
Approved Date:	10/2/2024 3:31:52 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

The Director, Corporate Relations and Professional Development directs strategies to initiate, develop and deepen industry partnerships for the Samuel Ginn College of Engineering (SGCOE). Plans, develops, and implements signature programs to create connections between employers and students for recruitment purposes. Oversees employer engagement in the Co-op and Internship program.

RESPONSIBILITIES

- Develops and cultivates relationships with industry partners, college relations/recruiter contacts and other hiring sources to increase and improve quality of opportunities for students to develop professional skills, integrate academic learning with work, and secure jobs, Co-ops, and internships. Assesses recruitment needs for industry partners and assists in developing engagement plans specific to their hiring/branding goals.
- Directs all on-campus recruiting programs for SGCOE. Organizes and sets the annual recruitment calendar. Creates, develops, and implements both large- and small-scale events, including career fairs, industry day, employer summits, and one-on-one employer engagements to provide connections opportunities between companies/ organizations and students. Oversees implementation of more than 100+ employer engagements per year with 400+ companies engaging with Auburn Engineering.
- Directs corporate relations strategies and manages corporate partnerships for the Co-op Internship program. Develops new relationships with companies/organizations for the purpose of providing Co-Op and internship opportunities for students. Educates companies regarding how to start a Co-op or internship program. Facilitates communication between students and employers when necessary, including helping navigate specific issues related to workplace environment.
- Creates and implements the strategic direction of the Corporate Relations program including developing and accessing short-term and long-term goals and objectives for the program. Leverages data to inform the development, maintenance, and growth of strategic employer relationships across industry sectors.
- Supervises Corporate Relations staff, including training, evaluating, salary decisions, promotions, and other employment decisions.
- Serves as a liaison between the program and stakeholders such as the University Career Center, college administrator, departmental programs coordinators/advisors, industry, and students. Builds relationships by developing and promoting interactions between department administration, business/industry partners, alumni faculty, staff, and students. Creates one-on-one or group setting opportunities for industry partners to meet with department administration, faculty, staff, and students to match company needs with the College of Engineering and industry partners to gain an understanding of objectives regarding research, recruiting, advancement, and student development.

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 supervise employees but supervision is not the main focus of the job.

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	Higher Education, Counseling, Business, Human Resources, Communication, Education, or related fields.	and	7 years of	Experience developing, implementing, and leading programs, communicating, and working with corporate management and recruiters; working in an advisor capacity with students. Must have experience supervising or mentoring staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to interact with business community; excellent analytical, written, and verbal communication skills.	And
Proven ability displaying leadership, initiative, creativity, team spirit, and judgment skills.	And
Ability to multi-task and work collaboratively with others internal and external to university.	And
Knowledge of talent sourcing, recruitment, marketing, promotions, event planning, sales, business development, career services, management, and FERPA.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.