AUBURN
Human Resources

Asst Dir, Cooperative Educ

Job Description

JOB INFORMATION

Job Code	AE88
Job Description Title	Asst Dir, Cooperative Educ
Pay Grade	SR12
Range Minimum	$66,890
33rd %	$84,730
Range Midpoint	$93,640
67th %	$102,560
Range Maximum	$120,400
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/11/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

Reporting to the Director of the Career Center, the Assistant Director of Cooperative Education develops, oversees, and manages Auburn's Cooperative Education Program working to enhance the academic, professional, technical, and work preparedness of students. Oversees the day-to-day operations of the program and serves as an integral member of the leadership team within Student Affairs. Collaborates and partners with units within the University as well as local, regional, and national organizations seeking to hire Auburn students for cooperative education employment opportunities.

RESPONSIBILITIES

- Responsible for the overall management of the Cooperative Education Program. Develops and implements effective program policies which align with the University's and division's strategic plans and reviews, revises, and effectively communicates departmental policies and procedures for optimum service to current and prospective employers, students, and families.
- Responsible for the Auburn's Cooperative Education Program's processes, report generation, and data analysis to determine program changes, adjustments, trends, and job development. Monitors and evaluates the effectiveness of departmental services and operations. Coordinates all technology systems, data tracking, and assessments and facilitates the usage of third-party and in-house systems for student record management, data storage, and employer historical recruiting data.
- Monitors co-op position placements and job site visits and collaborates with faculty advisors to ensure quality and academic relevance of cooperative education work assignments. Maintains and monitors partnerships with current employers and recruits new employers for job development partnerships. Recruits students to the program and coordinates the annual placements of students in co-op jobs directly related to their academic studies.
- Plans, arranges, structures, facilitates, and executes Co-Op Interview Day recruiting events each Fall and Spring semester.
- Hires, trains, coaches, supervises, and evaluates professional and administrative staff and is responsible for ensuring that the training and development needs of personnel are met.
- Plans, develops, monitors, and effectively manages revenue/income, appropriated funds, and expenditures to balance annual budget.
- Arranges, develops, and maintains working relationships with students, employers, faculty, and key University administrative offices. Works collaboratively with other University departments, faculty, academic advisors, and administrators to identify and resolve issues of mutual concern.
- Represents Cooperative Education to audiences internal and external to campus including, but not limited to, deans, department heads, faculty, and employers. Communicates benefits of cooperative education to

RESPONSIBILITIES

	students, parents, employers, faculty, and other constituent groups. Resolves concerns, explains and enforces policies, and ensures greatest possible benefit from Auburn's Cooperative Education Program.
•	Markets and promotes the program to targeted audiences of qualified students through website content, literature, on-campus recruiting events, class presentations, and promotional materials including posters, newsletters, informational videos, and specific email messages directed to high-achieving students enrolled in high demand academic majors.
•	Participates in professional organizations related to cooperative education and experiential education and represents Auburn University and the Cooperative Education Program at appropriate conferences, seminars, 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	Degree in Engineering, Business, Communications, Journalism, Public Relations or relevant field. Master's degree preferred.	and	5 years of	Experience working with the placement of students in an academic related, professional work setting or in a corporate role successfully managing the recruitment, placement, and work performance evaluation of co-op students employed in business, industry, or government settings. Must have experience supervising or mentoring staff. Experience as a Cooperative Education Associate Director or Director highly desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated skills in understanding student career foundations, the higher educational instructional process, and job placement processes/strategies.	

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, should have depth perception and the ability to distinguish colors.

Additional Special Requirements:

any office activities require close vision, depth perception, and distance vision.