AUBURN
Human Resources

Dir, Employer Engagement-HCOB

Job Description

JOB INFORMATION

Job Code	AE93
Job Description Title	Dir, Employer Engagement-HCOB
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 Employer Engagement for the Harbert College of Business (HCOB) coordinates and engages with employers by conducting activities across the Harbert College of Business as a key activity to ensure our students have successful internships while enrolled at the Harbert College of Business and positive career outcomes upon their graduation.

RESPONSIBILITIES

- Designs employer outreach and engagement strategies in the Harbert College of Business to attract and maintain relationships with top employers.
- Partners with Program Champions and the Graduate Program career team to support employer relations and outreach strategies for Harbert College of Business.
- Cultivates, develops, and fosters relationships with the employer community (business, industrial, non-profit, and government) that increases and improves quality of opportunities for students to develop professional skills, integrate academic learning with work, and secure jobs and internships.
- Identifies key/top employers and proactively builds relationships to increase engagement with recruiting at the Harbert College of Business.
- Analyzes, tracks, maintains and communicates recruiting and hiring trends across the Harbert College of Business using tools including Salesforce and Power BI.
- Collaborates regularly with Development staff to leverage and maximize shared relationships and leads for increased financial sponsorships and student recruiting opportunities.
- Networks in the Auburn and extended community through chambers of commerce and professional associations, alumni associations/groups and other organizations, as well as planning, executing and hosting special on-campus programming and off-campus career events.
- Oversees and coordinates all on-campus recruiting programs for OPCD-COB, ensuring information pertaining to career fairs, interview schedules, calendars, deadlines, and special arrangements and events is communicated to students, employers, faculty, and staff.
- Plans, organizes, and coordinates all college relations activities between employers, academic departments and program champions, Office of Engagement, Development, and administration. Establishes and enforces guidelines for student participation in the recruiting program including recruiting deadlines, procedures and schedules.
- Assesses employer recruiting needs, quality of recruiting services provided and other employer related data management in order to improve the recruiting program and contribute to the strategic plan of the OPCD.

RESPONSIBILITIES

- Assists with the development of marketing materials promoting career related activities for and within the OPCD, College of Business, and Auburn University.

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 Business, Human Resources, Communications or related field.	and	7 years of	Experience in administering college relations, recruiting programs, or career coaching. At least 2 years experience supervising, mentoring, or leading others.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting			X			10 pounds
Climbing			X			
Stooping/ Kneeling/ Crouching			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.