AUBURN
Human Resources

Asst Dir, Career Services

Job Description

JOB INFORMATION

Job Code	AE95
Job Description Title	Asst Dir, Career Services
Pay Grade	SR11
Range Minimum	$60,320
33rd %	$74,390
Range Midpoint	$81,430
67th %	$88,470
Range Maximum	$102,540
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

Oversees all career coaching activities and provides guidance to mentorship programs within a college or school.

RESPONSIBILITIES

- Provides individual and group career coaching/career development opportunities for students and/or alumni to assist in making career decisions, career artifacts, career readiness, and job/internship plans and searches to ensure successful employer engagement.
- Collaborates with the director on vision and execution of all career coaching, related student focused activities, teaching assignments, training, and assessment.
- Collaborates with director on the vision and design of a career coaching program and leads execution and delivery.
- Supervises mentorship programs, career coaching staff support, and promotes the programs to students, alumni, and College partners.
- 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.
- May manages hiring, training, and coordination of duties of all coaching and ancillary staff involved in providing career coaching services (e.g., career exploration, career management education, career management preparation, job/internship search, etc.) to students and alumni, including scheduling walk-in hours and student populations assignments. Provides leadership in setting and enforcing coaching policies and standards. Contributes to annual performance reviews and employee management responsibilities. Collaborates with team on program development and execution.

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	
Master's Degree	Degree in Business, Higher Ed, Adult Ed, Counseling, or other relevant degree.		3 years of	Experience in career services or career counseling in a university/college setting or industry setting. Must have at least one (1) year experience mentoring, leading, or supervising employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of budgeting practices, promotional strategies, qualitative and quantitative assessment and University policies and procedures.	

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.