AUBURN
Human Resources

Dir, Employer & Alumni Engagement

Job Description

JOB INFORMATION

Job Code	AG05
Job Description Title	Dir, Employer & Alumni Engagement
Pay Grade	SR13
Range Minimum	$76,920
33rd %	$97,430
Range Midpoint	$107,690
67th %	$117,950
Range Maximum	$138,460
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/12/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

Envisions and implements operational strategies to create efficient and effective processes and communication channels to enhance productive interactions across the campus career services network, and between all stakeholders with a vested interest in alumni, employer, and corporate engagement. Builds a program and a team that sets bold goals and innovative plans to build meaningful connections with alumni and employers that support university career development initiatives, and foster opportunities for career exploration, competency development, experiential learning, and post-graduation employment. Develops and implements a data informed, strategic approach to relationship development and management, thus increasing engagement of those seeking Auburn talent and driving the coordinated expansion of opportunities and recruitment activity across industry sectors for Auburn students.

RESPONSIBILITIES

- Creates and implements a strategic plan and develops an annual operational plan for employer development and engagement which leverages existing and new employer partnerships as well as alumni. .
- Leads the employer relations and engagement strategy, both internal and external to the University, and in collaboration with campus partners and stakeholders. Expands regional, national, and international employer networks and relationships, while developing collaborative partnerships with Alumni Affairs, University Advancement, and key stakeholder in academic schools and colleges.
- Develops a working network of employer engagement in collaboration with university stakeholders to share employer engagement best practices, as well as providing opportunities for training and professional development. Facilitates consultation with employers interested in recruiting Auburn University students for experiential learning opportunities and full-time employment.
- Supervises the event planning and the development of programs that facilitate connections between students and employers and/or alumni, develops partnership opportunities with employers.
- Leverages data to inform the development, maintenance, and growth of strategic employer relationships across industry sectors and the university landscape, while ensuring there are opportunities for all academic areas of study and geographic areas of interest and promotes retention of talent within the state by engaging industries in Alabama.
- Advises the Executive Director on job market trends, future of work trends in varying industries, and employer engagement and recruiting strategies.
- Communicates recruiting practices and hiring preferences of employers to campus stakeholders and creates a community amongst stakeholders for information sharing and collaboration.
- Collaboratively establishes and maintains recruitment policies and CSM user policies. Serves as a central point of contact for employer engagement and shared software that facilitates recruitment activities for dispersed career services units across campus.

RESPONSIBILITIES

- Leads and mentors members of the Employer and Alumni Engagement Team and is responsible for hiring and training newly created or revised roles on the team.
- Represents the office and the university at relevant events with external constituents, professional associations, and relevant career and workforce development initiatives.

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 Higher Education, Counseling, Business, Education, or related field. Master's degree is desired.	and	6 years of	Experience in administering employer relations and/or recruiting programs. At least 2 years' experience supervising, mentoring, or leading fulltime staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge regarding employer relations, experiential learning, and career coaching gin a university setting.	
Ability to work with diverse groups across campus, including faculty, students, and staff.	
Ability to communicate and effectively build relationships with outside businesses and corporations.	
Ability to evaluate program data and make timely decisions to benefit student achievement and career success.	
Ability to manage, analyze, and report qualitative and quantitative data.	
Knowledge of all student related laws and regulations including FERPA and current issues related to experiential learning.	
Knowledge of event planning, including career fairs, and student recruiting events.	

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.