AUBURN
Human Resources

Career Strategist
Job Description

JOB INFORMATION

Job Code	CA53
Job Description Title	Career Strategist
Pay Grade	SR09
Range Minimum	$49,490
33rd %	$59,390
Range Midpoint	$64,340
67th %	$69,290
Range Maximum	$79,190
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/10/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

The Career Strategist coaches and consults with students regarding career development, various types of work experience opportunities, resources, registering for services, programs, and events, and job search strategies. Develops successful partnerships that connect business, employers, students, and alumni to the designated academic unit and Career Discovery and Success (CDS).

RESPONSIBILITIES

- Collaborates at the college and program level with faculty, academic departments, academic advisors, and staff in assigned colleges to integrate career development activities and career readiness competency building into the student curricular and co-curricular experience.
- Partners with college stakeholders, Career Discovery and Success colleagues, and other institutional partners, develop scalable career readiness strategies, assignments, toolkits, online resources, and learning modules for students and faculty in assigned colleges.
- Provides students in the assigned areas with career advising, coaching, presentations, and instruction around job and internship preparation, resumes, interviewing skills, job search strategies, graduate and professional school preparation, and career competency articulation.
- Collaborates with colleges and CDS colleagues, facilitate, promote, and expand interaction with business and industry, government, and non-profit employers to create and increase career-related work experience opportunities, e.g., co-ops, internships, volunteer, and summer employment.
- Supports and assists in development, direction, administration, and promotion of university-wide Career Strategist and CDS service programs.
- Tracks student engagement, career outcomes, learning outcomes, and experiential learning for assigned student populations to inform decision making and assess program effectiveness.
- Assists in delivering other core career services programs including teaching career development courses and employer education related to academic units and student population.
- Perform other related duties as assigned.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	from an accredited university is desired. At least 18 credit hours of graduate-level coursework completed in the discipline is required. Masters Degree in Counseling, Higher Education, Social Work, Human Services or related field is preferred.	and	4 years of	experience in career services or programs to include program development and project management, career assessment instruments, resume-writing, job search correspondence or interviewing, and the summer job and internship search.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of a broad range of career paths and insight related to academic disciplines being served.	
Knowledge into the application process and materials for industry and graduate/professional schools, as well as knowledge and applicable skill related to career decision-making interventions and career competency development and articulation.	

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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.