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## Auburn University Job Description

Job Title: **Mgr, Career Services**

Job Family: No Family

Job Code: **AD62**

Grade SR10 \$48,800 - \$83,000

FLSA status: Exempt

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### Job Summary

Reporting to the Assistant Director, Corporation Relations & Professional Development, the Career Services Manager manages all company engagements in the Samuel Ginn College of Engineering, creating a recruitment strategy for employers to hire students for internship, co-op and full-time job positions. Manages budgets and oversees data collection and reporting for the office.

### Essential Functions

1. Collaborates with 700+ industry contacts and employer representatives to discuss recruitment needs and provide guidance regarding engaging with students, faculty, and staff.
2. Plans, manages, and promotes all aspects of one-on-one employer events and workshops in collaboration with career development team to enhance the relationships and reputation with internal and external stakeholders. The events include but not limited to career fairs, employer events, industry days, co-op and internship days, and career panels. Manages logistics of all events, including: designing invitations and programs; developing and managing guest lists and responses; securing various vendors (entertainment, tenting, rentals, catering, security, parking); coordinating committees and volunteer support services
3. Markets and promotes events through collaboration with departments, student organization administrator, and ambassadors of the college. Arranges and oversees events, campus visits from corporate representatives, donors, or alumni and guest speakers to foster engagement between alumni and the faculty, staff and students of the college or school. Serves as a liaison with faculty members for industry speakers and partnerships throughout the college.
4. Collects and strategically analyzes data regarding student and employer engagement and satisfaction, outcomes, and other measures of operational goals for Career Development and Corporate Relations (CDCR) through Salesforce, Excel, Qualtrics, Handshake, and other technology.
5. Participates in setting and implementing strategic objectives for the Corporate Relations team and the CDCR Office.
6. Manages employees involved in providing career services to students and alumni.
7. May perform other duties as assigned.

### 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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Human Resources, Business Administration, Marketing, Public Relations, Hospitality or related field.
<b>Experience (yrs.)</b>	5	Experience in coordinating and/or providing career services and/or programs. Must have at least 1 year mentoring, leading, or supervising employees.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions 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 Required Knowledge**

Strong leadership skills. Proficiency in writing solicitation letters and proposal materials and creating and managing budgets. Well-developed communication skills, both written and verbal, and an aptitude for public speaking, excellent computer skills, well-developed organizational and interpersonal skills. Ability to accurately delivery information, news, and events related to career development via websites, email, list serves, and social media platforms.

#### **Certification or Licensure Requirements**

None required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires .

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/10/2022

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