
Auburn University Job Description

Job Title: **Exec Dir, Career & Employer Initiatives** Job Family: No Family
Job Code: **AD70** Grade SR15 \$89,400- \$169,900
FLSA status: Exempt

Job Summary

The Executive Director of Career and Employer Initiatives leads the Harbert College's distributed career services operations and coordinates career education and employer initiatives within the College. Directly overseeing the Office of Professional and Career Development (undergraduate career center) and indirectly oversees departmental Program Champions, and Graduate Career Services, particularly for employer outreach and student career outcomes. Provides a clear vision and strategic goals for career outcomes, establishes and leads employer relations priorities, and serve as the college's liaison for university career-related activities.

Essential Functions

1. Strategic Vision and Leadership: Cultivates a robust, high-performance career ecosystem that includes setting the strategic vision, goals, and action plans for college-wide career services; provides leadership and oversight for the Office of Professional and Career Development (OPCD) and the broader distributed network of career services professionals toward achievement of goals.
2. Career Readiness Achievement: Establishes and continuously improves a student-oriented career-readiness framework and scorecard; leads performance for and achievement of college-wide career-readiness outcomes.
3. Employer Relations Achievement: Establishes strategic employer engagement priorities; leads performance for and achievement of college-wide employer engagement outcomes. Guides and coordinates college-wide employer engagement activities.
4. College and Campus Liaison: Nurtures and leverages relationships with University career services and college partners--academic advising, student recruitment and outreach, advancement, and college leaders.
5. Management and Budgetary Responsibilities: Fosters a professional culture in the OPCD including an environment of mutual respect that reinforces the shared values of the Harbert College and the OPCD in particular, a safe and collaborative environment for open dialogue, personal responsibility for communication and character, and an open-minded and unbiased approach in working with staff and students, leading by example for both staff and students. Manages the OPCD operations, budget, personnel, technology, and data.
6. Performs 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>
Education	Master's Degree	Degree in Business, Higher Education, or related field.
Experience (yrs.)	10	10 years of related professional experience with 5+ years leading career and employer initiatives, and managing career services professionals in an academic or corporate setting. Must have at least 2 years of experience directly supervising full-time employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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

Certification or Licensure Requirements

None required

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.

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

Date: 1/19/2023
