
Auburn University Job Description

Job Title: **Dir, Univ Career Strategy**

Job Family: No Family

Job Code: **AE06**

Grade SR13 \$70,000 - \$126,000

FLSA status: Exempt

Job Summary

Career Discovery and Success leads and supports the University's strategic goals for student achievement by supporting students' post-graduation outcomes through a coordinated approach to comprehensive, innovative, and high impact career services across the campus landscape. The Director for University Career Strategy will focus efforts to support students in launching and navigating their careers by developing and operationalizing a scalable and cohesive career education strategy that further engages academic units, faculty, staff, and campus partners. With an emphasis on effective communication and strong partnerships, the director facilitates the collaborative development of best practices, training, and professional development across distributed career advisors, coaches, champions, instructors, and strategists to establish continuity in service delivery and instruction, as well as drive innovation in career development and educational practices. The primary focus is to work towards equitable access to career development services for students that support equitable post-graduation career outcomes across distributed, college-based career services units.

This position reports to and works closely with the Executive Director for Career Discovery and Success and will supervise a team of career strategists, which may be embedded in academic units or responsible for leading career communities organized by career clusters and/or identity groups. The Director will develop and implement strategies that will create innovative, dynamic, equitable, and high-quality career education for students through direct student services and instruction. This position will provide opportunities for faculty and staff development and training, enhanced collaboration and communication between career services and academic advising, as well as campus-wide resource evaluation and acquisition to support continuity across distributed, college-based career services units. Through data-driven strategic planning, the Director drives innovative practice focused on career competency development and articulation within the curricular and co-curricular student experience. The Director will focus the development of interventions and tactics to support student outcomes through career advising/coaching, instruction, and opportunities to scale engagement while maximizing resources that support engagement in experiential learning, job search strategies, graduate and professional school preparation, and career competency articulation. This position will work in partnership with and serve as the primary liaison to college-based career services unit directors, the director for academic advising, Academic Insights and the Biggio Center. Some nights and weekends, as well as limited travel are required.

Essential Functions

1. Identifies and prioritizes strategic goals and associated metrics for success and integrates regular assessment that evaluates interventions and tactics that drive innovative practice within career development and education across campus, while supporting strategic and operational plans.
 2. Develops strategies that align with university strategic goals and academic college initiatives to support the innovative integration of career development and education within the student experience.
 3. Serves as the primary partner within Career Discover and Success to college-based career services unit directors, director for academic advising, Academic Insight, and Biggio Center.
 4. 4.Ensures a high level of service delivery through high-impact onboarding, training, and supervision practices that are evidence-based and grounded in career development theory.
 5. 5.Leads the development and operationalization of a community of career development and education personnel derived from college-based career services units within the areas of career
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advising/coaching, instruction, and student-facing programming, which works in collaboration with the director for academic advising to support the establishment of student success teams.

6. 6. Leads, supervises, and mentors a team of highly skilled career strategists who work directly with students, faculty, and staff within academic colleges, as well as within career cluster and identity group communities.
7. 7. Develops data-driven instructional tools, effectively evaluates resources, and maximizes instructional technology within career education. Supports faculty and staff development to drive career development integration.
8. 8. Facilitates training and professional development opportunities for campus partners working in or supporting career development and education, specifically career advisors, coaches, and instructors, while also offering faculty and staff development opportunities.
9. May perform other duties as assigned to support strategic initiatives and operations related to career services and student success.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 Higher Education Administration, Counseling, Curriculum and Instruction, Instructional Design, Human Resources, or related field.
Experience (yrs.)	6	Experience in coordinating and/or providing career development and education services. At least 2 years' experience supervising, mentoring, or leading full-time staff.

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 student development and counseling theories, Family Educational Rights and Privacy Act (FERPA) guidelines, legal and ethical guidelines regarding employment and experiential learning, JLD Federal guidelines, and NACE Professional Standards for career services. Ability to work with diverse groups across campus, including faculty, students, and staff. Ability to communicate and effectively build relationships with campus stakeholders. 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.

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.

Job frequently requires standing, sitting, talking, hearing, .

Job occasionally requires walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 11/10/2022
