
Auburn University Job Description

Job Title: **Asst Dir, Career Connections**

Grade SR11 \$54,900 - \$93,300

Job Code: **AE30**

FLSA status: Exempt

Job Family: Student Resources

Job Function: Career Strategies

Job Summary

The Assistant Director for Career Connections will work collaboratively with numerous programs and units across campus. This position focuses on implementing and enhancing new approaches to support students' career planning through experiential learning opportunities, which requires working with team members and colleagues from across the university to provide opportunities to directly connect students with employers and alumni. In addition, this position provides intensive, focused, and purposeful relationships with external partners to create new experiential learning opportunities and full-time jobs.

Essential Functions

1. Responsible for the creation of a strategic approach to developing new relationships with employers with specific outcomes relating to new internships, experiential learning opportunities, and full-time jobs, as well as expanded networking programs for the University; seeks to develop a strong pipeline of opportunities for all academic programs at Auburn University in partnership with central and college units.
 2. Supports employer education through providing resources and consultation on developing and submitting job listings and career exploration experiences, on-campus recruiting, and career connection events with the University's career services management system. Maintains accurate employer education content on the website and with the Career Services Management System.
 3. Works with employers across all industries, gathering information on employment trends and professional skill needs. Shares information with career strategy/coaching staff, the Career Services Network, and the Auburn University community through training, meetings, and strategic marketing, which supports an annual employer summit for enhanced learning between industry and the university community.
 4. Conducts data mining for lead generation for experiential learning and jobs relevant to the Auburn University population through review of print, electronic, and related media job sites, as well as through engagement metrics in the career services management platform and Salesforce. Researches and stays informed on hiring practices, employment trends, and other labor-related issues and shares special topics, trends, and best practices with the Auburn University Career Consortium and key Knowledge Groups.
 5. Develops surveys, compiles data, and prepares reports relating to student experiential learning (geographic locations, industry sectors, salaries, work hours, etc.), employer and student recruitment engagements, and experiential learning outcomes (student learning outcomes), and works with Academic Insight to build university outcome data related to experiential learning and first destination outcomes (correlations and trends) that demonstrate and help drive an elevated student experience.
 6. Works with campus partners (academic and student affairs) to support their experiential learning data collection efforts through a system integration approach that allows for a consistent data collection process between the career services management system and other integrated systems to enhance university data collection efforts that support the QEP and with Academic Insight.
 7. Supervises the coordinator of and oversees the Job Location and Development (JLD) grant program including developing the annual budget monitoring expenditures and managing graduate assistants on the employer relations team; develops key performance indicators, coaches, and provides a solid learning experience.
 8. Involved in developing and implementing company and geographic learning treks utilizing new
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partnerships created with parents, alumni, and other external partners as part of a broader career exploration strategy open to all students. Assists in developing and implementing networking programs that include a strong alumni presence, such as the shadowing/informational interviewing program and other newly created partnerships with key personnel across the University. This includes developing and coordinating programs, the processes that support managing and running programs efficiently, including risk assessment and policy development related to experiential opportunities (Student Travel, No Show Policies, Title IX, Opportunity Posting Review and Approval, EEOO, etc.)

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	Bachelor's Degree	Bachelor's Degree with No Specific Discipline is required. Master's Degree with no specific discipline and 3 years of experience is preferred.
Experience (yrs.)	5	Experience working with community outreach organizations or students in formal or informal education environments. At least 1 year of experience supervising, mentoring, or leading. Experience with educational programming and implementation preferred.

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 college recruiting principles, practices and guidelines NACE Professional Standards for Students and Employers, FERPA, Title VII, and EEO guidelines. Proficient with standard office computer software such as Word, Excel, PowerPoint, etc.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

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 walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 10/20/2023
