

---

## Auburn University Job Description

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

Job Family: No Family

Job Code: **AE40**

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

FLSA status: Exempt

---

### Job Summary

Reporting to the Director of the Exploration Center in Career Discovery and Success, the Assistant Director for Career Exploration Counseling oversees the successful implementation of all related functions and components of career counseling training and supervision, as well as implementing strategic initiatives under the supervision of and in collaboration with the Director of the Exploration Center. Maintains daily operations related to career counseling and career exploration, and supports operations related to instruction in partnership with the Assistant Director, Exploratory Advising. This position teaches and is the instructor of record for one or two in-person, online, and/or hybrid sections of EXPL 1010 and/or 1020, or other Career Discovery and Success supported classes, as needed, and supervises graduate student career exploration counselors and course co-instructors.

### Essential Functions

1. Manages the daily operations related to Career Exploration and Counseling practice within the office The Exploration Center, a functional and interdependent unit within Career Discovery and Success.
  2. Assists in establishing and implementing policies and procedures related to individual and group career exploration and counseling services in collaboration with the Assistant Director for Exploratory Advising, and under the supervision of the Director of the Exploration Center.
  3. Coordinates, with the unit's administrative asistant, the scheduling of career counselors to offer career exploration and career counseling services.
  4. Provides individual and group career counseling for students and alumni to assist them in making career decisions, choosing a major, developing a personal career plan, and finding employment.
  5. Teaches at minimum one section of EXPL 1010, 1020, or other CDS-offered course as instructor of record each year, and supports the development, delivery, and assessment of course curriculum and the supervision co-instructors each semester.
  6. Provides ongoing training and supervision to career exploration counselors, who may provide supervision to career exploration counselor graduate assistants.
  7. Works in coordination and collaborates with the Assistant Director of Exploratory Advising to cross-train exploratory career counselors and academic advisors.
  8. Supervises the graduate assistantship, practicum, and internship opportunities for students in a CACREP accredited counselor education program at Auburn University. These experiences for CACREP accredited counseling programs are completed under the supervision of the assistant director and qualified career counseling staff, which includes weekly one hour group trainings and individual supervision meetings for students engaging in experiential learning for academic credit within the Exploratory Center.
  9. Assists in collecting and reporting activity, satisfaction, and outcomes data in collaboration with the Director of the Exploration Center and Assistant Director of Exploratory Advising on a semester and annual basis, as well as works in partnership with the Director to support the development of an evaluation plan and possible research agenda related to major and career exploration, counseling, and related programs and services to provide accountability, continual improvement, and demonstration of best practices.
  10. Serves as a liaison to internal and external constituents, and occasionally delivers career
-

---

## **Auburn University Job Description**

education programs to community groups and agencies.

11. 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.*



---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	Degree in Career Counseling, Counselor Education and Supervision, School Counseling, Mental Health Counseling, Rehabilitation Counseling, Counseling Psychology, or School Psychology.
<b>Experience (yrs.)</b>	5	Experience in career services or career counseling in a university or college setting. Must have at least 1 year of leading, supervising, and mentoring a professional team.

#### **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 career counseling and counseling practice, as well as counseling supervision. Competence in legal and ethical decision-making and multicultural counseling. Knowledge of qualitative and quantitative assessment, as well as university policies and procedures. Knowledge of career counseling and student development theory and practice, Family Educational Rights and Privacy Act (FERPA), HPA, Title IX, Title VII, EEO, National Career Development Association (NCDA) Ethical Standards, National Association of Colleges, and Employers (NACE) standards and university policies and procedures.

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

None Required.

Desired: National Certified Counselor, Certified Career Counselor (CCC), or State Licensure. Approved Clinical Supervisor (ACS) or Certified Clinical Supervisor of Career Counseling (CCSC) credential.

---

### 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.

---

---

# Auburn University Job Description

Date: 8/29/2022

