

JOB INFORMATION

Job Code	AE86
Job Description Title	Asst Dir, Corp Rel & Pro Dev
Pay Grade	SR12
Range Minimum	\$64,610
33rd %	\$81,840
Range Midpoint	\$90,450
67th %	\$99,060
Range Maximum	\$116,290
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/14/2018

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

Assists in directing the Corporate Relations and Professional Development program and related services in the Samuel Ginn College of Engineering. Plans, develops, implements, and promotes signature programs related to career counseling and professional development to create the next generation of Engineers capable of long-term success in a wide variety of engineering fields.

RESPONSIBILITIES

- Implements the strategic direction of the Corporate Relations and Professional Development program including developing and assessing short-term and long-term goals and objectives for the program.
- Supports, organizes and assists in managing a comprehensive employer relations plan for attracting and retaining employers to recruit engineering students for internships and employment opportunities. Builds relationships by developing and promoting interactions between department administration, business/industry partners, alumni, faculty, staff, and students.
- Creates one-on-one or group setting opportunities for industry partners to meet with department administration, faculty, staff, and students to match company needs with College of Engineering resources. Facilitates conversations and connections between College of Engineering and industry partners to gain an understanding of objectives through research, recruiting, or student development.
- Serves as chief liaison between the program and stakeholders such as University Career Center, college administrators, departmental internship/program coordinators, external employers and students to cultivate effective partnerships to deliver services to students.
- Develops and implements tracking of student employment and internship placement activities. Monitors and reports trends and outcomes of student placement.
- Coordinates programs, seminars, workshops, and events related to professional development skills such as career development, employment searches, internship search skills, resume writing, interview skills, and current employment trends ensuring information is conveyed in a clear, helpful, understanding, and encouraging manner.
- Creates and presents informational materials to promote and market programs to students, parents, faculty, and employers to increase student participation in programs and other activities. Creates recruitment strategies to increase student participation in all available programs.
- May participate in professional organizations related to career services.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Engineering, Business, Communications, Journalism, Public Relations or relevant field	And	5 years of	Experience developing, implementing, and leading programs, communicating and working with corporate management and recruiters; working in an advisor capacity with students.	And
Master's Degree	Master's degree preferred.	And	5 years of	Must have experience supervising or mentoring staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to interact with business community; excellent analytical, written, and verbal communication skills.

Proven ability displaying leadership, initiative, creativity, team spirit, and judgment skills.

Ability to multi-task and work collaboratively with others internal and external to university.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.