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## Auburn University Job Description

Job Title: **Dir, Employer & Alumni Engagement**

Job Family: No Family

Job Code: **AG05**

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

FLSA status: Exempt

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### Job Summary

Envisions and implements operational strategies to create efficient and effective processes and communication channels to enhance productive interactions across the campus career services network, and between all stakeholders with a vested interest in alumni, employer, and corporate engagement. Builds a program and a team that sets bold goals and innovative plans to build meaningful connections with alumni and employers that support university career development initiatives, and foster opportunities for career exploration, competency development, experiential learning, and post-graduation employment. Develops and implements a data informed, strategic approach to relationship development and management, thus increasing engagement of those seeking Auburn talent and driving the coordinated expansion of opportunities and recruitment activity across industry sectors for Auburn students.

### Essential Functions

1. Creates and implements a strategic plan and develops an annual operational plan for employer development and engagement which leverages existing and new employer partnerships as well as alumni. .
  2. Leads the employer relations and engagement strategy, both internal and external to the University, and in collaboration with campus partners and stakeholders. Expands regional, national, and international employer networks and relationships, while developing collaborative partnerships with Alumni Affairs, University Advancement, and key stakeholder in academic schools and colleges.
  3. Develops a working network of employer engagement in collaboration with university stakeholders to share employer engagement best practices, as well as providing opportunities for training and professional development. Facilitates consultation with employers interested in recruiting Auburn University students for experiential learning opportunities and full-time employment.
  4. Supervises the event planning and the development of programs that facilitate connections between students and employers and/or alumni, develops partnership opportunities with employers.
  5. Leverages data to inform the development, maintenance, and growth of strategic employer relationships across industry sectors and the university landscape, while ensuring there are opportunities for all academic areas of study and geographic areas of interest and promotes retention of talent within the state by engaging industries in Alabama.
  6. Advises the Executive Director on job market trends, future of work trends in varying industries, and employer engagement and recruiting strategies.
  7. Communicates recruiting practices and hiring preferences of employers to campus stakeholders and creates a community amongst stakeholders for information sharing and collaboration.
  8. Collaboratively establishes and maintains recruitment policies and CSM user policies. Serves as a central point of contact for employer engagement and shared software that facilitates recruitment activities for dispersed career services units across campus.
  9. Leads and mentors members of the Employer and Alumni Engagement Team and is responsible for hiring and training newly created or revised roles on the team.
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10. Represents the office and the university at relevant events with external constituents, professional associations, and relevant career and workforce development initiatives.

### **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>
<b>Education</b>	Four-year college degree	Degree in Higher Education, Counseling, Business, Education, or related field. Master's degree is desired.
<b>Experience (yrs.)</b>	6	Experience in administering employer relations and/or recruiting programs. 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 regarding employer relations, experiential learning, and career coaching in a university setting.

Ability to work with diverse groups across campus, including faculty, students, and staff.

Ability to communicate and effectively build relationships with outside businesses and corporations.

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.

Knowledge of all student related laws and regulations including FERPA and current issues related to experiential learning.

Knowledge of event planning, including career fairs, and student recruiting events.

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

None Required.

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### **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 sitting, talking, hearing, and lifting up to 10 pounds.

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

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Ability to see information in print and/or electronically.

Date: 7/12/2022

