

Assistant Director, Career Services
Auburn University

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Posted Sep. 1, 2022, set to expire Jan. 14, 2023

Job Title	Assistant Director, Career Services
Department	Liberal Arts Administration
Institution	Auburn University Auburn, Alabama
Date Posted	Sep. 1, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs
Job Website	https://www.auemployment.com/postings/32068

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Job Description

Job Summary

Assistant Director, Career Services

The Assistant Director of Career Services directs and oversees the career services function within Student Services in the College of Liberal Arts.

The College of Liberal Arts houses 43 majors in a range of fields including the fine and performing arts, communication, social sciences, health services, and aviation. There are more than 40 CLA student organizations that foster leadership development, enhance the classroom experience, and build community. The college currently serves more than 4,000 undergraduate students across all CLA majors.

CLA Career Services is committed to providing equitable access for all students through personalized career coaching and career development resources. Our office is dedicated to connecting students to

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experiential learning, internships, employment, and graduate school opportunities, while cultivating community with university partners and employers in order to elevate student career success.

About Auburn: At Auburn, our work changes lives. Ranked by U.S. News and World Report as a premier public institution, Auburn University is dedicated to shaping the future of the people of Alabama, the nation, and the world through forward-thinking education, life-enhancing research, scholarship, and selfless service. Auburn is nationally recognized for its commitment to academic excellence, community outreach, positive work environment, student engagement, and thriving community.

Why employees choose Auburn: Auburn University was named by Forbes Magazine as one of the state of Alabama's best employers, with employees staying an average of ten years. Employees enjoy competitive benefits that include top-notch health insurance, generous retirement plans, tuition assistance for employees and dependents, flexible spending accounts, and more!

Learn more about Auburn's impact, generous employee benefits, and thriving community by visiting aub.ie/working-at-auburn.

Our Commitment: Auburn University is committed to a diverse and inclusive campus environment. Visit auburn.edu/inclusion to learn more about our commitment to expanding equity and inclusion for all.

Essential Functions

Directs and oversees the daily operation of the career services unit within Student Services in the College of Liberal Arts.

Supervises career specialists and any career services support staff in the College of Liberal Arts.

Evaluates, reviews, and implements best practices in the areas of career development, career coaching, career events and workshops, career readiness, and employer relations.

Assists students with the development and execution of their post-graduation plans to ensure timely preparations in order to drive successful career outcomes.

Assists with the development and execution of career events and professional development programming.

Works collaboratively with other Liberal Arts Student Services units to provide career related information to prospective students and current students.

Collaborates with academic departments and faculty to increase opportunities for student professional development and to support successful student outcomes.

Analyzes and utilize data to inform decisions related to career services practice and policy.

Develops and implements operational guidelines and policies for the career services team in



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coordination with the Assistant Dean of Student Services and in accordance with Auburn University Policies.

Oversees the college's participation in university-wide career services programs.

Directs student informational programs, workshops, or classes to provide information related to career development and career competencies.

Serves as a representative of the College of Liberal Arts on campus wide committees and administrative teams.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact