
Auburn University Job Description

Job Title:	Dir, Student Services	Job Family:	No Family
Job Code:	AA06	Grade 36:	\$58,500 - \$97,600
FLSA status:	Exempt		

Job Summary

Directs and coordinates student advising, services, and programs for a school/college.

Essential Functions

1. Plans and coordinates academic advising, recruiting, and/or retention programs for a college/school.
2. Reviews and maintains student records such as coordinating input, evaluating transcripts, applications for admission, and/or generating reports.
3. Evaluates student records to identify at risk students, advise students on issues such as (but not limited to) policy and course of study for success, and to counsel students on a probable course of action upon graduation.
4. Assists students with academic related issues such as (but limited to) course selection, registration, graduation application, financial aid, assistantships, and/or University or college/school policy and procedure.
5. Develop and/or lead student informational programs such as college/school orientation, Camp War Eagle, and SOS.
6. Assists in the development of academic policy.
7. Administers academic policies, conducts studies, and prepares reports for the college and/or units within the college.
8. Coordinates the selection of students for honor societies and scholarships.
9. May represent college/school to outside groups, committees, prospective students, high schools, and parents.
10. May coordinate information and/or orientation programs for new or transfer students.

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	Four-year college degree	Degree in Psychology, Counseling, Education, Management, Business, or related field
Experience (yrs.)	7	Experience in various student related programs/ services such as recruiting, advising, and/or counseling

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of academic and student development theories, budgeting principles and practices.

Certification or Licensure Requirements

None Required.

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.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date: 12/15/2011
