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## Auburn University Job Description

Job Title:	<b>Dir, Academic Advising</b>	Job Family:	No Family
Job Code:	<b>AA28</b>	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

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### Job Summary

Directs and oversees the academic advising function of a designated academic area.

### Essential Functions

1. Directs and oversees the daily operations of a staff involved in the academic advising of students.
2. Directs and engages in academic advising of non-traditional students.
3. Evaluates, reviews, and implements best practices relating to student academic advising services.
4. Manages and reviews a curricula, ensuring advisement models are current and accurate.
5. Assists and works collaboratively with other academic/student services professionals.
6. May direct student informational programs, workshops, or classes and serve on various university committees.

### 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 Education, Business, Psychology, Counseling, or related field.
<b>Experience (yrs.)</b>	5	Experience in academic advising or counseling

#### 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 academic advising principles and practices

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 8/29/2012

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