

---

## Auburn University Job Description

Job Title: **Dir, Veterans Resource Center**  
Job Code: **AA31**  
FLSA status: Exempt

Job Family: No Family  
Grade 37: \$68,700 - \$114,500

---

### Job Summary

Provides direction and leadership to the Auburn University Veterans Resource Center (AUVRC ).

### Essential Functions

1. Plans and coordinates veteran advising, budget oversight, and departmental programming.
2. Schedules programming and services for student veterans and their dependents to include arranging for tutoring and career counseling.
3. Develops workshops, social opportunities, support events, and recognition activities for veteran students and veteran-dependent students.
4. Coordinates and collaborates with external stakeholders (both on and off campus) to ensure that veteran students are provided with appropriate services.
5. Represents the AUVRC at appropriate internal and external events.
6. Directs and participates in student recruitment and orientation events as needed and, if appropriate, develops additional orientation programming for veteran students.
7. May certify Veterans Administration benefits for students as needed and provides appropriate counseling to the students requesting these benefits.

### 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.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Masters Degree	Degree in Counseling, Political Science, Higher Education, or related field
<b>Experience (yrs.)</b>	3	Experience in higher education administration, student programming, working with veterans, or student life

#### 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 federal rules and regulations governing veteran's benefits and basic student academic policies and procedures

#### 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 10/12/2012

---