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## Auburn University Job Description

Job Title:	<b>Coord, Retention Programming</b>	Job Family:	No Family
Job Code:	<b>AA33</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

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### Job Summary

Provides leadership, support and coordination for university advising and student success technologies. Provides professional level coordinated services to identify and assist students who are at risk of academic failure. Collaborates with units in Student Affairs and Academic Affairs to facilitate coordinated retention efforts.

### Essential Functions

1. Coordinates performance management and utilization of advising and student success technologies. Serves as a main point of contact with vendor(s) for updates and troubleshooting.
2. As needed, organizes a team of super users who oversee all aspects of advising and student success platform(s) including technical aspects, functionality for both professionals and students and access and security coordination with OIT. Trains new users, coordinates regular meetings, assists new units to platform(s) in setting up their location; chairs a team of advisors from every college/school and other support units, and conducts testing of new advising and student success technologies. Supports campus wide leadership team responsible for decisions impacting broad functionality of advising and student success technologies.
3. Supports advising and student success technology users' understanding and utilization of the platform(s) to promote student retention. Develops and coordinates professional development opportunities focused on retention efforts and utilization of advising and student success technologies for Academic Advisors and other student support professionals. Provides user support as needed in responding to questions or concerns.
4. Monitors early alert grade process, schedules reports to run and ensures its listing in the academic calendar. Communicates with and assists faculty as needed to respond to questions and troubleshooting challenges when submitting grades. Sends reports to colleges/schools and campus partners regarding early grade reports for students. Communicates with students regarding mid-term grades.
5. Coordinates reporting and distribution of retention data to faculty and staff of colleges/schools. Independently or in partnership with other offices, offer interventions for students on improving academic success.
6. May perform other duties as directed by supervisor.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 Counseling, Education, Psychology, Human Sciences, or related field
<b>Experience (yrs.)</b>	5	Experience in various student related programs and services such as recruiting, advising, and/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 student development theory, advising and retention 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.

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, 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: 10/24/2018

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