Auburn University Job Description

Job Title: Dir, University Advising
Job Code: AA38
FLSA status: Exempt

Job Summary
Directs the development and administration of centralized academic advising functions and related retention programming of the University.

Essential Functions

1. Coordinates and directs the daily operations of the Exploratory advising Center and the Academic Advising and Counseling Center.
2. Coordinates centralized efforts to promote consistency in student advisement across campus; provides professional development and training opportunities to all campus advisors.
3. Plans and administers departmental budget.
4. Collaborates with other Undergraduate Studies entities to provide services to students.
5. Oversees retention programming related to advising; evaluates, reviews, and implements best practices.
6. Directs campus-wide advising assessment programming, including administration of advising surveys and review of college-level advising practices.
7. Coordinates the centralized implementation and utilization of advising technologies.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tr>
<td>Masters Degree</td>
<td>Degree in Education, Psychology, Counseling, or related field</td>
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| Experience (yrs.) | 6 | Experience in administering and/or coordinating academic advising services |

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 advising principles and student development theory

Certification or Licensure Requirements
None Required

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 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 talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 3/18/2015