
Auburn University Job Description

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|--------------|---|-------------|---------------------|
| Job Title: | Dir, Exploratory Advising Center | Job Family: | No Family |
| Job Code: | AA38 | Grade 36: | \$59,700 - \$99,600 |
| FLSA status: | Exempt | | |

Job Summary

Serves as the Director of the Exploratory Advising Center to support students exploring different majors offered at Auburn University.

Essential Functions

1. Oversees central operations of the center to include supervising personnel, managing finances and budgets, and overseeing front desk operations and customer service.
2. Manages assigned staff to include human resources related functions such as leading recruitment efforts, reviewing resumes, conducting interviews, and conducting performance review evaluations of staff. Provides and encourages professional development opportunities to staff.
3. Oversees and coordinates the curriculum and course scheduling of the Exploratory Center.
4. Directs and oversees advising practices of professional academic advisors and career counselors including oversight of work, training, and assistance with difficult advising situations. Assesses services provided by the center and leads changes as needed based on findings and discussions with the staff.
5. Collaborates with colleges/schools for referrals of upperclassmen students to coordinate academic advising and career counseling and maintain current information on majors and students' records.
6. Organizes recruitment plans and schedules for students interested in the Exploratory major. Plans and facilitates new student orientation for students.
7. Serves as a liaison between Auburn University Career Center for coordinated services for students advised in the center as well as events and other campus related activities.

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 | Master's Degree | Degree in Education, Psychology, Counseling, Business, Liberal Arts, or related field. |
| Experience (yrs.) | 7 | Experience in advising and student services to include some experience administering and/or coordinating academic advising services. |

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 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: 8/27/2018
