
Auburn University Job Description

Job Title: **Asst Dir, FYE - Academics**

Job Family: No Family

Job Code: **AA41**

Grade SR10 \$48,800 - \$83,000

FLSA status: Exempt

Job Summary

Responsible for the development and oversight of a comprehensive academic initiatives program for first year students including First Year Seminars (FYS), Themed First Year Seminars (TFYS), Learning Communities (LCs), Residential Learning Communities (RLC) and academic improvement workshops.

Essential Functions

1. Responsible for the strategic planning, implementation, management, assessment, and evaluation of First Year Experience Academic Initiatives (FYEAI) programs. Supervises professional staff and graduate assistants, tasking them with critical components in planning, implementation, management, assessment and evaluation.
2. Oversees the process to recruit, interview, hire, train, supervise, and evaluate a team of approximately 75 FYS instructors. Develops and facilitates comprehensive and on-going training programs with a focus on translating widely-accepted student development and learning theories into meaningful and effective practices for FYEAI.
3. Manages the design, revision, and implementation of FYS course curricula based on established best practices and University needs.
4. Provides guidance and support to employees and campus partners for new and continued support of all FYEAI programs. Identifies opportunities for expansion and evolution of programs to meet students demand and goals of campus partners.
5. Investigates, selects, and implements current and appropriate educational technologies and print/web materials using industry best practices that support FYEAI. Coordinates and provides support and training on the effective use of chosen technologies and materials. Oversees production, editing of training materials, and creation of extensive online instructor resource toolkit through Microsoft Teams.
6. Teaches multiple sections of FYS courses each academic year, including sections designated for LC students.
7. Confers with students, parents, and instructors to resolve registration, grading, and academic honesty and policy issues with respect to FYS courses, LCs, and other FYE academic initiatives.

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 Higher Education Administration, Educational Psychology, Educational Leadership, or related field
Experience (yrs.)	6	At least 3 years of teaching experience at the collegiate level, specifically teaching first year students. Experience training and supervising professional staff members, program leaders, instructors, and graduate and undergraduate students.

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 first year student transitional issues and educational principles and theories.

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 standing, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 11/10/2022
