
Auburn University Job Description

Job Title:	Dir, Student Excellence Programs	Job Family:	No Family
Job Code:	AA64	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Leads the Student Excellence unit and directs staff in implementing programmatic policies in the areas of student support, development, success and advising. Provides general academic, personal, financial, and career counseling across disciplines and colleges/schools to specialized populations (e.g., low-income, first-generation college, and underrepresented populations). This position has overall responsibility to design, monitor, and evaluate the PLUS, Ever to Conquer and Coca-Cola Scholars programs' academic support services, supervises academic support personnel and provides direct services to students.

Essential Functions

1. Collaborates with the Assistant Vice President for Access and Inclusive Excellence on long-term planning that has budget implications for the coordination of components of the Provost's Leadership Undergraduate Scholarship (PLUS) Program, Ever to Conquer, Coca-Cola Scholars and President's Graduate Opportunity Program.
2. Develops and updates curriculum for all first-year transition seminar classes, as well as innovative academic and personal development seminars/courses. Organizes and facilitates instruction provided by guest lecturers in the Navigating the Academy seminar. Participates in the planning and implementation of OID Scholars Symposium.
3. Supervises recruitment of applicants to PLUS, Ever to Conquer and Coca-Cola Scholars programs.
4. Works collaboratively with staff, faculty, administrators, alumni, and students to explore/research innovative approaches to meeting the needs of a diverse and changing student body. Provides multicultural academic counseling, training, and guidance.
5. Directs, advises, and aids staff, graduate students, and student mentors in the provision of direct services to students to assist in the development of a successful graduate school application packet, including a strong statement of purpose, personal statement, and letters of recommendation.
6. Directs day-to-day activities to ensure students are receiving the support they need by analyzing and assessing students' problems and needs, conducting follow-up and outreach activities to students, monitoring students' academic progress, assisting students in developing problem-solving and self-management skills, and advocating on behalf of student concerns.
7. Manages staff, students and program volunteers by providing feedback, counseling and training opportunities. Assists the Communications and Marketing Specialist with the production of written materials and publications including student bios, newsletters, existing and new grant applications, websites and promotional materials.
8. Performs other duties as assigned.

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.

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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	Masters Degree	Education, Counseling, Public Administration or related field.
Experience (yrs.)	7	Experience in higher education diversity and inclusion with progressively increasing levels of responsibility and accountability. Two (2) years experience directly supervising full-time employees.

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 theories and practice of counseling, learning, human and career development. Knowledge of the methodologies used to enhance student achievement.

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.

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 standing, walking, sitting, reaching, talking, hearing, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, .

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

Date: 3/22/2017
