
Auburn University Job Description

Job Title:	Dir, Student Acad Initiatives	Job Family:	No Family
Job Code:	AA88	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

The Director of Student Academic Initiatives directs, coordinates, and/or oversees student programs/initiatives and services related to academic affairs.

Essential Functions

1. Assists students with academic advising related issues such as (but not limited to) course selection, registration, graduation application, transient work, and university and college policies and procedures.
2. Directs, trains, selects, approves payroll and administers/oversees student academic programs/initiatives including (but not limited to) the Peer Advisor Program and the Student Ambassador Program.
3. Develops, delivers, markets, and assesses the College to Career Program and other student career development initiatives and partnerships (i.e., Career Center liaison program).
4. Assists with development and/or implementation of student orientation programs and student retention initiatives.
5. Prepares student academic support reports and general advising reports for units within the College and uses data to provide assistance for the development of college student services policy and procedure.
6. Manages the collection and appropriate distribution/reporting of student feedback/assessment data for programs within academic affairs including (but not limited to) senior surveys, advising surveys, career development program assessment, etc.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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	Four-year college degree	Degree in Human Sciences, Education, Business, Psychology, Counseling, or related field.
Experience (yrs.)	5	Experience in academic advising and student related programs in a college/university setting; experience in development and delivery of training sessions. Must have at least 1 year mentoring, leading, or supervising others.

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 practices.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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,

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 10/2/2018
