
Auburn University Job Description

Job Title:	Dir, University Advising	Job Family:	No Family
Job Code:	AA90	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Reporting to the Executive Director of Academic Partnerships, responsible for ensuring a comprehensive coordinated care network between Student Affairs and Academic Affairs to support University students. Creates and supports committees and task forces consisting of various advising professionals to strategically address challenges. Facilitates communication and serves as a central point of contact to support students transitioning between schools and colleges or being referred by other support units.

Essential Functions

1. Organizes regular meetings with directors and lead advisors, as well as ad hoc committees, to review and collaborate on university-wide advising functions. Effectively communicates updated information regarding advising policy and practices through channels such as the advising website, newsletters, and listserv.
2. Creates, organizes, and delivers professional development opportunities for academic advisors and other campus partners involved in Caucus. Organizes professional learning communities as well as orientations for new advisors and directors.
3. Supports advising policies and practices to ensure consistent and equitable implementation. Serves as the Chair of the Practical Advising Committee.
4. Supports the utilization of academic advising and student success technologies. Represents advising needs in project management and leadership groups. Assists project manager in making functionality decisions to meet the needs of all campus advising units. Helps prepare for and implement upgrades and address troubleshooting issues.
5. Coordinates performance evaluation and promotion processes for academic advisors. Trains and provides support to advisors, advising supervisor, and HR liaisons. Updates manual and training materials annually as needed.
6. Collaborates with stakeholders to identify advising learning outcomes, areas of improvement, and needed interventions. Coordinates with advising leads and officers on spring advising appointment surveys and summarizes data and reports findings.
7. Supports students in transition from intercollege and school populations such as transient and re-entering students. Assists students with unique needs upon referral from the Office of the Registrar, Parent and Family Programs, and other central offices.
8. Represents academic advising on the Academic Affairs, BASIS, Degree Works, and other committees.
9. May perform other related duties as assigned by the Executive Director of Academic Partnerships.

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	Education in Education, Psychology, Counseling, Business, or related field.
Experience (yrs.)	7	Experience in various student related programs and services such as recruiting, advising, and/or counseling.

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 advising practices and theories and student development theories.

Knowledge of assessment practice and reporting.

Basic computer skills, presentation skills, and communication skills.

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, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date: 10/11/2018
