
Auburn University Job Description

Job Title: **Dir, First Year Exp**

Job Family: No Family

Job Code: **AD11**

Grade 36: \$58,500 - \$97,600

FLSA status: Exempt

Job Summary

Directs the development and administration of a comprehensive program of services for incoming freshmen and students in transition.

Essential Functions

1. Coordinates and directs the short and long-term planning, implementation, and evaluation of freshman and transfer student orientation and programming.
2. Recommends and implements programmatic and risk management policies and procedures.
3. Plans and administers departmental budget.
4. Devise and implement retention-related initiatives for first year freshmen and transfer students.
5. Acts as liaison between various schools/colleges/departments for coordination and execution of orientation events.
6. Gathers, analyzes and reports data concerning incoming students 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	Masters Degree	Degree in Educational Administration, Psychology, Communications or related field
Experience (yrs.)	6	Experience in student programming administration and coordination

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of student development theory and principles, fiscal management

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 standing, walking, sitting, talking, hearing.

Job occasionally requires reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 8/11/2011
