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## Auburn University Job Description

Job Title: **Exec Dir, Educ Support Svcs**

Job Family: No Family

Job Code: **AE14**

Grade 40: \$102,500 - \$170,700

FLSA status: Exempt

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### Job Summary

Provides senior level leadership and management for Educational Support Services of Undergraduate Studies.

### Essential Functions

1. Provides senior administrative leadership for Educational Support Services specifically in areas related to development of services for overall student development.
2. Serves on University and divisional committees representing Undergraduate Studies and student academic needs, which may include retention, multicultural affairs, disability, academic affairs, and support academic services.
3. Provides budget, personnel, and program management for all Educational Support Services areas when directed, working collaboratively with academic liaisons, Directors, and other campus representatives.
4. Develops and promotes a diverse campus community. Supervises and collaborates on diversity programming for the orientation programming for Undergraduate Studies.
5. Develops, implements, monitors and evaluates programs for Educational Support Services areas in regards to institutional and divisional strategic/comprehensive plans.
6. Develops and implements comprehensive service models to assist the institution in meeting retention, student orientation, personal, and academic goals.
7. May secure extramural funding through contracts and grants to supplement university funded programs, services/staffing to expand and leverage resources within the greater community.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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>
<b>Education</b>	Masters Degree	Degree in Education, Education Administration, Counseling or related field
<b>Experience (yrs.)</b>	10	Experience in higher education administration and strategic planning in areas related to student life

#### 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 principles and theories, higher education principles, strategic planning strategy, budgeting practices, and university policies and procedures

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

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

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

Job occasionally requires standing, walking,

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

Date: 12/15/2011

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