
Auburn University Job Description

Job Title: **VP Student Affairs**

Job Family: No Family

Job Code: **AE15**

Unclassified

FLSA status: Exempt

Job Summary

Provide leadership and development of student Affairs mission, goals, programs, student activities and services.

Essential Functions

1. Advises President and Provost.
2. Provides leadership and support for the Dean of Students and Asst VP's, program directors, Student Affairs Management Teams, and SGA Executive to assesses policies and improve programs and activities that support the attainment of student academic and personal goals.
3. Represents student needs to central administration and implements central administration policy as it affects students.
4. Communicates with parents and students and represents their interests and needs at all levels of university decision-making.
5. Works collaboratively with deans and academic leaders to identify ways to improve quality of student programs and activities.
6. Works directly with SGA leaders and students at large to represent their interest.
7. Serves on or attends continuing committees, ad hoc committees, central administration team, Provost Council, University Senate, SGA Cabinet, student related functions, and Board of Trustees meetings.
8. Assesses and provides opportunities for optimal use of technology to improve quality of student programs and activities, and job enhancement and professional development for continuing employees.
9. Monitors the outsourcing of Auburn University Medical Clinic student health services.
10. Develops and manages the budget for Student Affairs.

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>
Education	Four-year college degree	Degree in any discipline
Experience (yrs.)	5	Experience in higher education administration and strategic planning for student programming and services such as enrollment management and 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 higher education policies and procedures, Family Educational Rights and Privacy Act (FERPA), HIPPA, AU Student Handbook, AU Code of Discipline, AU Greek Life, and Contracts & Grants

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.

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

Job occasionally requires standing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 11/7/2011
