
Auburn University Job Description

Job Title:	Dir, Student Involvement	Job Family:	No Family
Job Code:	AE17	Grade 35:	\$50,900 - \$84,800
FLSA status:	Exempt		

Job Summary

Oversees and coordinates student programming.

Essential Functions

1. Provides oversight to students and staff responsible for student-led initiatives.
2. Assists in student programming in the areas of risk management, diversity and other general assistance.
3. Coordinates program evaluation and assessment for student programming.
4. Provides administrative oversight for daily operations of student programs.
5. Provides fiscal planning and accountability for student programs.
6. Guides student officials in fund management for services, projects, and programs.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Education, Education Administration, Counseling or related field
Experience (yrs.)	5	Experience in higher education administration related to student developmental services

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 event planning and implementation. Knowledge of student development theory and budgeting 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.

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, climbing or balancing, and lifting up to 10 pounds.

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

Date: 1/3/2012
