Auburn University Job Description

Job Title: \textbf{Diversity Student Advocate} \hspace{1cm} Job Family: No Family
Job Code: AE25 \hspace{1cm} Grade 34: $45,100 - $75,100
FLSA status: Exempt

\textbf{Job Summary}
Develops and implements diversity initiatives that make Auburn University welcoming for all underrepresented and disadvantaged students and international students.

\textbf{Essential Functions}

1. Teaches and conducts research and/or outreach activities related to student and academic services, counseling, mediation and conflict resolution in an academic setting.
2. Develops and implements operations that address issues of bias.
3. Explains university policies and procedures and works with appropriate offices on campus to resolve conflicts and problems.
4. Serves as the liaison to the Dean of Students.
5. Recruits, trains, evaluates and supervises volunteer retired student advocates.
6. Serves as a campus "ad hoc" committee chairman for diversity responsible for organization, preparing reports, and establishing and providing consultation with committee working teams to address issues or student problems.

\textbf{Supervisory Responsibility}
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

\textit{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

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree in any discipline</td>
<td>Ph.D.</td>
<td>Degree in any discipline</td>
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<tr>
<td>Experience (yrs.)</td>
<td>2</td>
<td>Experience in teaching, research, student and academic services, counseling, mediation/conflict resolution, diversity initiatives</td>
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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 student development theory, university policy and procedures, and diverse populations.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 standing, walking, sitting, reaching, talking, hearing, .

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 12/15/2011