
Auburn University Job Description

Job Title: **Asst VP, Student Affairs**

Job Family: No Family

Job Code: **AE29**

Grade 40: \$104,500 - \$174,200

FLSA status: Exempt

Job Summary

Provides leadership for student associations, services and programs designed to enhance student engagement and learning.

Essential Functions

1. Oversees the budgets, management and operations of student-centered departments, associations, and programs.
2. Oversees the implementation of staff development activities, student health and wellness initiatives, program review processes and fundraising and development activities.
3. Assists in formulating, administering, reviewing and evaluating University policies and procedures relating to student services.
4. Represents the Vice President for Student Affairs on University committees and associations, at student programs and events and in contact with other entities on campus.
5. Oversees and assists with the coordination and execution of University-wide and other special events.
6. Provides reports, analyses and recommendations concerning the progress and success of student programs and activities.
7. Directs the implementation and assessment of the Division of Student Affairs Strategic Plan.

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	Masters Degree	Degree in Higher Education Administration, Counseling, Management, or related field
Experience (yrs.)	7	Experience in higher education administration and strategic planning for student programming and/or 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 Education Rights and Privacy Act (FERPA) guidelines, student development practices, strategic planning, and program evaluation.

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

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 11/19/2013
