
Auburn University Job Description

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|--------------|----------------------------------|-------------|---------------------|
| Job Title: | Dir, Division Initiatives | Job Family: | No Family |
| Job Code: | AE36 | Grade 35: | \$51,900 - \$86,400 |
| FLSA status: | Exempt | | |

Job Summary

Provides direction and leadership to the Student Media staff, the pursuit of Division-wide initiatives and projects, and a Division-wide professional development program.

Essential Functions

1. Provides oversight to the Student Media staff responsible for student-led initiatives, including, but not limited to, fiscal planning and accountability, goal setting, and strategic planning.
2. Collaborates with other groups on campus to provide consultation and leadership to various campus committees.
3. Develops and manages a comprehensive professional development program for the Division of Student Affairs.
4. Works in conjunction with the College of Education to develop and grow a mutually beneficial, learning outcome-based partnership.
5. Manages the Division of Student Affairs Human Resources efforts including, but not limited to, long-term planning of staff growth and placement, advising search committees, and reviewing/editing position announcements.
6. Participates in groups and committees across campus, including the Division of Student Affairs Team of Directors.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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, or related field |
| Experience (yrs.) | 3 | 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:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of qualitative and quantitative assessment, 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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date: 6/29/2010
