Auburn University Job Description

Job Title: Svc Coord, Vet/Transfer Stu
Job Code: AE37
FLSA status: Exempt

Job Summary
Provides information, assistance, and services to student veterans and transfer students, as well as assists in the continuing development of new programs and services.

Essential Functions
1. Serves as a point of contact for current and prospective student veterans/transfer students.
2. Identifies student needs and serves as a liaison for student veterans/transfer students, providing referrals based on appropriate policies and guidelines to the appropriate offices.
3. Coordinates with the Office of First Year Programs and the Auburn Student Veterans Association to identify opportunities for veteran/transfer student-specific orientation needs.
4. Assists veterans/transfer students with relocation and housing issues.
5. Secures new sources of financial support for the AUVC and veteran/transfer student scholarships.
6. Coordinates student seminars and workshops.
7. Assists with identifying and coordinating outreach efforts to provide programming for Auburn student veterans and transfer students.

Supervisory Responsibility
May supervise employees but supervision is not the main focus of the job.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Masters Degree</td>
<td>Degree in Higher Education Administration, Counseling, Management, or related field</td>
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| Experience (yrs.) | 7 | Experience in higher education administration 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.

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: 10/25/2010