Auburn University Job Description

Job Title: Dir, Residence Life
Job Code: AE39
FLSA status: Exempt

Job Summary
Directs, manages, and oversees the Office of Residence Life.

Essential Functions

1. Provides leadership and direction for Residence Life programs.
2. Develops, manages, and monitors the Office of Residence Life budget.
3. Develops and oversees the implementation of Residence Life policies and procedures.
4. Manages, coordinates, and oversees the Residence Life crisis management response protocols and serves as a member of University crisis response teams.
5. Facilitates partnerships with all areas of Student Affairs and other areas across campus.
6. Provides strategic leadership in the development and management of initiatives and goals for Residence Life and the Division of Student Affairs.

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.

Job Family: No Family
Grade 36: $59,700 - $99,600
Auburn University Job Description

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 Higher Education Administration, Counseling, or related field.</td>
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<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in student programming and residency education programming</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 residential programming and administration and budgeting principles.

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.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires and lifting up to 25 pounds.

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

Date: 4/26/2011