Auburn University Job Description

Job Title:  Dir, Student Development
Job Code:  AE42*
FLSA status:  Exempt

Job Summary
Directs and oversees the student conduct process and the operation of the Office of Greek Life.

Essential Functions

1. Develops and maintains working relationships and communications with the Auburn City Police Department, Office of Public Safety, and the Office of Risk Management, as well as chairs the division's Critical Incident Response Team and serves on the university's Threat Assessment Team.
2. Directs, plans, implements, and assesses effectiveness of Greek Life programs and services.
3. Recommends and implements programmatic and risk management policies and procedures.
4. Directs and oversees the student conduct process and maintains related documentation.
5. Conducts assessments and collects data to enhance processes, report student behavior trends, and to implement necessary programmatic and policy changes.
6. Publicizes, promotes, and markets the Student Code of Discipline and manages on-site game-day alcohol violations.
7. Oversees grievance resolution and disciplinary processes related to Greek organizations.
8. Plans and administers department budgets.

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.
### Auburn University Job Description

#### 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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<tr>
<td>Masters Degree</td>
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<td>Degree in Higher Education Administration, Counseling, or related field.</td>
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**Experience (yrs.)** 5  
Experience in administering student conduct, advising greek organizations, and working with a variety of constituency groups.

**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 Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). Also must have an understanding of University policies and procedures.

#### 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 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: 9/28/2011