
Auburn University Job Description

Job Title:	Dir, Student Involvement	Job Family:	No Family
Job Code:	AE43	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Directs and oversees a variety of student programs and student-led initiatives.

Essential Functions

1. Provides oversight to students and staff responsible for student-led initiatives.
2. Provides direction and oversight to student programs in the areas of risk management, diversity and student media.
3. Coordinates program evaluation and assessment for student programming.
4. Provides administrative oversight for daily operations of student programs.
5. Provides fiscal planning and accountability for student programs.
6. Guides student officials in fund management for services, projects, and programs.

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 Education, Education Administration, Counseling or related field
Experience (yrs.)	3	Experience in higher education administration related to student development services

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 event planning and implementation. Knowledge of student development theory, budget practices, and Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).

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: 9/29/2011
