Auburn University Job Description

Job Title: Dir, Academic Part & Initives
Job Code: AE59
FLSA status: Exempt

Job Summary
Responsible for building a network of Student Affairs partnerships with academic degree programs, fostering seamless learning opportunities, and serving as a clearinghouse and quality control for all academic partnerships.

Essential Functions
1. Develops and communicates a vision, mission, and strategic plan for the division.
2. Provides consultation and support for all assigned units to assist in the creation and improvement of existing academic partnerships.
3. Leads and manages projects and initiatives ensuring university-wide collaborations when necessary.
4. Develops and implements a curriculum that enhances student-leadership skills acknowledging a variety of learning styles.
5. Creates educational experiences connecting academic courses, clubs and organizations, service and other experiences with local and international student opportunities.
6. Fosters new and innovative academic partnerships within the division.
7. Assists and supports fundraising and development opportunities related to initiatives.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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<thead>
<tr>
<th>Education</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Masters Degree</td>
<td>Degree in Higher Education Administration, Student Affairs Personnel, Business Management,</td>
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<td>Human Resource Management, Educational Leadership, or related</td>
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<td>Experience (yrs.)</td>
<td>Experience in higher education administration related to student development services</td>
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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 developing curriculum and establishing programs.

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, .

Job occasionally requires handling objects with hands, and lifting up to 25 pounds.

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

Date: 5/31/2012