Auburn University Job Description

Job Title: Asst Dir, Student Development
Job Code: AE61*
FLSA status: Exempt

Job Summary
Assists in the strategic planning and operations of student development and provides oversight to the operations of the Office of Greek Life.

Essential Functions

1. Develops, coordinates, and implements administrative policies, procedures, and standards to enhance the department and student success.
2. Initiates, implements, and improves programs, plans, and services in response to changing needs of students and institutional priorities.
3. Plans and administers assigned budget.
4. Oversees and implements risk management policies and applicable housing safety reporting among Greek fraternities and sororities.
5. Compiles and maintains historical data related to the academic performance, campus involvement, and philanthropic endeavors of each fraternity and sorority chapter.
6. Assists with the management of student crisis events and emergencies.
7. Serves as a resource to students by providing effective communication practices, decision making and conflict resolution procedures, accountability systems, and recognition and reward processes.
8. Develops and maintains cooperative working relationships with various departments on and off campus.

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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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tr>
<td>Four-year college degree</td>
<td>Degree in Education, Education Administration, Business, Student Development, Counseling or related field</td>
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Experience (yrs.) 5 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 student development theory, budgeting practices, assessment, and strategic planning.

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 sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 5/23/2012