Auburn University Job Description

Job Title: Mgr, Auburn Cares
Job Code: AE77
FLSA status: Exempt
Job Family: No Family
Grade 34: $45,100 - $75,100

Job Summary
Develops, implements and manages all programs within the Auburn Cares office; this position focuses on programs dealing with students of concern and in crisis, and their families.

Essential Functions

1. Manages the Auburn Care student referral program by ensuring all students are properly assessed and receive proper intervention/response through individual meetings, referrals, and follow-up. Develops, oversees, and assesses protocol for responding to student concerns by determining intervention methods and best referral sources to aid students. Manages completion of timely and complete case documentation of all student referrals through electronic record-keeping system.

2. Coordinates the Critical Incident Response Team including creation and oversight of emergency protocol, staff training, 24-hour emergency response, and record keeping process.

3. Manages the Campus Food Pantry, including daily operations, food drives, marketing, software implementation, and campus partnerships. Oversees and provides guidance to approximately 50 undergraduate students who work with the Campus Food Pantry as part of the Freshman Leadership Program - SERVE.

4. Provides reports of individual student cases to appropriate offices, the Assistant Vice President of Student Development, and the Vice President of Student Affairs. Conducts comprehensive assessment of student trends, office operations, outreach needs, and shares as appropriate. Conducts regular evaluation of office staff and CIRT response to student concerns.

5. Serves as the primary University point of contact for student deaths including providing official notification to campus departments, working with the families, friends and professors of the deceased student, arranging for University representation at the student's funeral service, and coordinating remembrance efforts to honor the deceased student immediately following the death. Develops and implements an annual memorial ceremony to honor AU students that passed away during the academic year.

6. Provides and coordinates educational outreach and marketing efforts for the Auburn Cares office.

7. Creates and implements protocol and policies for managing and responding to student emergencies, critical incidents, and deaths.

8. Assesses priority cases that need to be discussed at the bi-weekly Students of Concern Case Consultation meeting and the Threat Assessment Team meeting and coordinates follow-up as appropriate. Serves as Chair of the Students of Concern Case Consultation meeting in the absence of the Assistant Vice President of Student Development.

9. Manages the budget for Auburn Cares; provides routine and ad hoc analyses/reports/metrics to ensure adherence to budget and account for discrepancies in budget.

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.
Auburn University Job Description

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

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Four-year college degree</td>
<td>Degree in social work, counseling, or education.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience (yrs.)</th>
<th>5</th>
</tr>
</thead>
</table>

**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 government regulations pertaining to college students, including FERPA, the Clery Act, HIPAA, Title IX, Section 504 of the Americans with Disabilities Act.

**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.

Externally imposed deadlines; set and revised beyond one’s control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

**Date:** 11/17/2016