

### JOB INFORMATION

Job Code	AA31
Job Description Title	Dir, Veterans Resource Center
Pay Grade	SR13
Range Minimum	\$75,040
33rd %	\$95,050
Range Midpoint	\$105,060
67th %	\$115,060
Range Maximum	\$135,070
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

### JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

### JOB SUMMARY

Provides direction and leadership to the Auburn University Veterans Resource Center (AUVRC ).

### RESPONSIBILITIES

- Plans and coordinates veteran advising, budget oversight, and departmental programming.
- Schedules programming and services for student veterans and their dependents to include arranging for tutoring and career counseling.
- Develops workshops, social opportunities, support events, and recognition activities for veteran students and veteran-dependent students.
- Coordinates and collaborates with external stakeholders (both on and off campus) to ensure that veteran students are provided with appropriate services.
- Represents the AUVRC at appropriate internal and external events.
- Directs and participates in student recruitment and orientation events as needed and, if appropriate, develops additional orientation programming for veteran students.
- May certify Veterans Administration benefits for students as needed and provides appropriate counseling to the students requesting these benefits.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

### SUPERVISORY RESPONSIBILITIES

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.
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### MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Master's Degree	Degree in Counseling, Political Science, Higher Education, or related field	and	3 years of	Experience in higher education administration, student programming, working with veterans, or student life

Substitutions Allowed for Experience: Yes

*Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal rules and regulations governing veteran's benefits and basic student academic policies and procedures

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**

Ability to see information in print and/or electronically.