Auburn University Job Description

Job Title: Coord, Retention Programming
Job Code: AA33
FLSA status: Exempt

Job Summary
Provides professional level coordinated services to identify and assist students who are at risk of academic failure and provide assessment and support to academic advising services across campus.

Essential Functions

1. Coordinates performance management and utilization of Educational Advisory Board (ELB) software, Advise Assist. Serves as a main point of contact with EAB in regular communication for updates and troubleshooting.

2. Organizes a team of super users who oversee all aspects of platform including technical aspects, functionality for both professionals and students and access and security coordination with OIT. Trains new users, coordinates regular meetings, assists new units to platform in setting up their location; chairs a team of advisors from every college/school, and conducts regular testing in

3. Supports Advise Assist users’ understanding and utilization of the platform to promote student retention. Develops and coordinates professional development opportunities focused on retention efforts and utilization of Advise Assist for Academic Advisors and other student support professionals. Provides user support as needed in responding to questions or concerns.

4. Monitors early alert grade process, schedules reports to run and ensures its listing in the academic calendar. Communicates with and assists faculty as needed to respond to questions and troubleshooting challenges when submitting grades. Sends reports to colleges/schools and campus partners regarding early grade reports for students.

5. Coordinates reporting and distribution of retention data to faculty and staff of colleges/schools. Assists and offers workshops for students who receive an early grade report and strategies with students on how to improve grades.

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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<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>Degree in Counseling, Education, Psychology, Human Sciences, or related field</td>
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**Experience (yrs.)** 5

Experience as an Auburn University Academic Advisor II or III or Academic Counselor II or III in advising or counseling Auburn University undergraduate students or equivalent.

**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 student development theory, advising and retention practices.

**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.

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, talking, hearing, handling objects with hands.

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

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

**Date:** 10/24/2018