
Auburn University Job Description

Job Title:	Asst Dir, FYE - Academics	Job Family:	No Family
Job Code:	AA41	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Develops, directs, and oversees comprehensive academic initiatives programs within the First Year Experience (FYE) Office.

Essential Functions

1. Responsible for the strategic planning, directions, execution, and evaluation of FYE academic initiatives programs, including First Year Seminars (FYS), Learning Communities (LCs), and programs geared towards exploratory students.
2. Manages the design, revision, and implementation of FYS course curricula, LC programs, and exploratory student-focused programs.
3. Manages the utilization of social media technologies to promote the programming and events of FYE to students.
4. Publicizes and promotes FYS courses and LC programs to other academic constituents, providing additional support and information as needed to develop and maintain working relationships.
5. Sources, selects, and implements educational technologies and materials in support of FYE academic initiatives, including, but not limited to, textbooks, grading, and academic honesty/policy issues.
6. Teaches multiple sections of FYS courses.

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.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Higher Education Administration, Educational Psychology, Educational Leadership, or related field
Experience (yrs.)	5	Experience in programming, teaching, or administration at an educational institution

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 first year student transitional issues and educational principles and theories.

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

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

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

Date: 5/15/2015
