
Auburn University Job Description

Job Title:	Asst VP, Access & Inclusive Excellence	Job Family:	No Family
Job Code:	AA57	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Oversees student diversity and inclusion efforts to enhance the overall student experience and works with others to foster an inclusive, welcoming and engaging campus climate. Promotes student success by directing and having oversight responsibility in the areas of prospective and current undergraduate and graduate student focused outreach, enrichment, recruitment, transition, academic and psychosocial support, diversity and inclusion education, campus dialogue, leadership development and mentoring initiatives, and "Beyond Auburn" professional development efforts.

Essential Functions

1. Researches, designs and engages a comprehensive set of programs, strategies and initiatives to advance a culture of inclusion for all students across campus.
2. Supervises and manages the OID student success and inclusive excellence staff, enhancing existing programs and creating new efforts to strengthen diversity and inclusive excellence.
3. Develops educational and learning opportunities designed to engage students across campus and deepen understanding of diversity, equity and inclusion related topics.
4. Researches models and develops experiences to engage conversations and facilitates dialogue among students to strengthen connectedness within the student and academic community.
5. Examines, adapts and strengthens outreach, recruitment, yield and success programs for underrepresented and underserved populations.
6. Prepares proposals to attract alternative funding sources and engages values-based partnerships to explore funding for strategic initiatives.
7. Manages VP/Assoc Provost's key student related internal and external partnerships.
8. Researches, adopts and utilizes evidence based, data driven approaches in the design of success and excellence promising strategies for students.
9. Develops and implements programs and initiatives to improve campus climate for underserved populations and to enhance existing diversity and inclusion efforts.
10. Builds partnerships with Student Affairs, Enrollment Services, Auburn Alumni, Development, academic departments, faculty, staff and students to support and enhance the quality of life and experience for underrepresented students and advance a shared vision to foster a diverse, welcoming and affirming environment for all students.
11. Conducts small scale research studies focusing on student diversity and inclusion related topics and plays a leading role in assessing effectiveness of programs and initiatives in portfolio.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Higher education administration.
Experience (yrs.)	10	Administrative experience relating to advancing diversity and inclusion initiatives in a complex organization. A minimum of 5 years of student centered program experience. At least 2 years of directly supervising full-time employees.

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 fundamental practices and procedures of inclusion and diversity programs.

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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, 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: 1/30/2017
