
Auburn University Job Description

Job Title:	Dir, Student Leadership Programs	Job Family:	No Family
Job Code:	AA61	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Responsible for the strategic vision, creation, implementation, and assessment of student leadership programs to foster leadership development engagement to all students.

Essential Functions

1. Creates, oversees and enhances opportunities designed to train, educate, challenge, support and develop student leaders at Auburn University. Builds upon or revises existing leadership programs and develops new programs, where appropriate. Measures the effectiveness of leadership programs to determine long-term viability.
2. Directs staff and students responsible for the leadership programs. Has full HR responsibility for direct reports with authority to hire, fire, etc.
3. Cultivates relationships with donors and leads the Leadership Advisory Board to ensure that programs meet annual goals. Meets with the Board approximately 3 times a year and has at least monthly communications with the Board.
4. Plans and administers the departmental budget, as well as pursues additional funding sources such as grants, to ensure advance leadership programs across campus. Provides input to the budgeting process and is accountable for budgetary decisions according to guidelines within area of responsibility.
5. Recommends and implements programmatic and risk management policies and procedures.

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	Master's Degree	Degree in Education, Counseling, Business Management or related field.
Experience (yrs.)	3	Experience in developing, implementing and leading training programs and/or serving as a project team leader in workplace development.

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 leadership development practices and program evaluation. Knowledge of student learning and development concepts/theory.

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

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 12/14/2017
