
Auburn University Job Description

Job Title:	Asst Dir, Academic Advising	Job Family:	No Family
Job Code:	AA70	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Reporting to a Director, Academic Advising or Assistant/Associate Dean, the Assistant Director of Academic Advising manages the coordination and delivery of academic advising services for a college or school. Provides project management and metrics in the area of retention-related outreach to students and faculty.

Essential Functions

1. Develops and implements operational guidelines and policies in accordance with Auburn University policies for the advisory team.
2. Analyzes and utilizes student academic data to plan, coordinate, and create strategies and specialized programs for students designed to increase retention and student success.
3. Oversees advising and student services information and outreach to prospective students through information sessions, fairs, and recruiting events.
4. May conduct orientation presentations and events for students, including freshman and transfer orientations.
5. May develop and teach orientation courses for incoming students.
6. Oversees college advising processes which includes one or more of the following: transfer course articulation process, course evaluations, minors, orientations, and student events.
7. Collaborates with faculty to encourage participation in student services programs focusing on increasing the frequency and quality of student/faculty interactions and relationships.
8. Assists the Director/Assistant Dean by meeting with prospective students and other visitors to the College/School.

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	Four-year college degree	Degree in Education, Business, Psychology, Counseling, or related field. For positions that require the employee to teach, a Master's degree will be required.
Experience (yrs.)	5	Experience in academic advising and student services. Three years of experience in academic advising in a higher education environment.

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 academic advising principles and practices. Knowledge of the transfer articulation process. Knowledge of Word, Excel, Banner, SSC Campus (Advise Assist), DegreeWorks, and/or similar degree auditing programs.

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, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 8/12/2020
