
Auburn University Job Description

Job Title:	Dir, University Advising	Job Family:	No Family
Job Code:	AA90	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

Job Summary

The Director of University Advising supports the university's strategic goals for student achievement and success by facilitating, promoting, and supporting effective academic advising across all academic units. With an emphasis on effective communication and strong partnerships, the director facilitates a consistent, collaborative approach to academic advising and related student services across all academic units. The director elevates the practices of distributed advising services, promotes continuous improvement and professional development across advising staff, and introduces new practices, approaches, and/or emphases to the university's advising efforts.

Essential Functions

1. Organizes and leads a campus-wide committee of Directors of Student Services that collaborates on academic advising and related student service functions, including developing, implementing, monitoring, and advocating for strategic and operational goals for the advising function.
2. Builds and maintains productive coalitions and relationships among administrators, staff, and partnering units to recommend and implement programmatic policies and procedures for academic advising and related student services. Develops and promotes data-driven, campus-wide approaches and solutions that improve the quality of academic advising for students.
3. Ensures that services provided to the campus community, including but not limited to advising technologies such as Advise Assist, meet the needs of students, advisors, and other campus stakeholders.
4. Serves as the primary liaison between the Provost Office and distributed advising and related student services. Supports efforts to develop solutions for challenges arising within the advising functions across the university.
5. Coordinates performance evaluation and promotion processes for academic advisors. Trains and provides support to advisors, advising supervisor, and HR liaisons. Updates manual and training materials annually as needed.
6. Creates, organizes, and delivers professional development opportunities for academic advisors and other campus partners involved in Caucus. Organizes professional learning communities as well as orientations for new advisors and directors.
7. Manages the annual advising awards process.
8. Oversees provision of student services for student populations that fall under the Provost Office (e.g., dual enrollment students).
9. May perform other duties as assigned.

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

Auburn University Job Description

knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Education in Education, Psychology, Counseling, Business, or related field.
Experience (yrs.)	7	Experience in various student related programs and services such as recruiting, advising, and/or counseling. Experience must include at least 2 years of supervising professional staff.

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 advising practices and theories and student development theories.

Knowledge of assessment practice and reporting.

Basic computer skills, presentation skills, and communication skills.

Ability to collaborate and communicate across various units within the university including faculty, staff, and students.

Ability and knowledge to evaluate program data and make timely decisions to benefit student achievement and career success.

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.

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, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date: 11/18/2021
