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## Auburn University Job Description

Job Title: **Asst Dir, Exploratory Advising**

Job Family: No Family

Job Code: **AB37**

Grade SR11 \$54,900 - \$93,300

FLSA status: Exempt

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### Job Summary

Reporting to the Director of the Exploration Center in Career Discovery and Success, the Assistant Director, Exploratory Advising oversees the successful implementation of all related functions and components of academic advising training and supervision, as well as implementing strategic initiatives under the supervision of and in collaboration with the Director of the Exploration Center. Maintains daily operations related to academic advising and major exploration, and supports operations related to instruction in partnership with the Assistant Director, Career Counseling. This position teaches and is the instructor of record for one or two in-person, online, and/or hybrid sections of EXPL 1010 and/or 1020, or other Career Discovery and Success supported classes, as needed, and supervises graduate student assistant academic advisers and course co-instructors.

### Essential Functions

1. Manages daily operations related to Major Exploration and Academic Advising practice within The Exploration Center, a functional and interdependent unit within Career Discovery and Success.
  2. Provides supervision and training for exploratory academic advisors, who may provide supervision to graduate assistants and student workers. Works with the Assistant Director of Career Exploration Counseling to cross-train exploratory career counselors and academic advisors.
  3. Collaborates with the Assistant Director of Career Exploration Counseling and the Director of Exploration Center by assisting in establishing and implementing policies and procedures related to individual and group major exploration and academic advising.
  4. Supports the development of new major exploration and academic advising programs and services related to strategic initiatives.
  5. Oversees the planning and coordination of referral and advising processes for at-risk students across Auburn's colleges.
  6. Advises a mixed caseload of exploratory majors and students who have been referred to the Exploration Center, teaches at minimum one section of EXPL 1010 as lead instructor/instructor of record each year, and supports the development, delivery, and assessment of course curriculum, and supervision of co-instructors each semester.
  7. Assists in collecting and reporting activity, satisfaction, and outcomes data in collaboration with the Director on a semester and annual basis. Works with the Director of the Exploration Center and Assistant Director of Career Exploration Counseling to support the development of an evaluation plan and possible research agenda related to major and career exploration, academic advising, and related programs and services to provide accountability, continual improvement, and demonstration of best practices.
  8. Serves as a liaison to academic advising units in the colleges, student support offices, and other constituencies to enhance collaborations that support student success.
  9. Plans and conducts orientation sessions for new exploratory majors, in collaboration with the Director of The Exploration Center, and occasionally delivers education programs to community groups and agencies.
  10. Performs other duties as assigned.
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## **Auburn University Job Description**

### **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>   |
|--------------------------|-----------------|--|
| <b>Education</b>         | Master's Degree | Degree in Education, Psychology, Counseling, Business, Liberal Arts, or related field. PhD preferred.                                |
| <b>Experience (yrs.)</b> | 5               | Experience in advising and student services to include some experience administering and/or coordinating academic advising services. |

#### **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 student development theory.

#### **Certification or Licensure Requirements**

None required.

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### 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires walking, sitting, 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, ability to distinguish colors.

Date: 11/10/2022

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