
Auburn University Job Description

Job Title: **Exec Dir, Academic Partnership**

Job Family: No Family

Job Code: **AD11**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

Job Summary

Reporting to the Senior Vice President, Student Affairs, oversees a variety of programs and initiatives to promote the academic, social, and personal success of students at Auburn University.

Essential Functions

1. Directs all aspects of the freshman orientation program, Camp War Eagle, to provide an experience to promote the academic, social, and personal success of incoming freshman students. Oversees all strategic and operational duties associated with the program including but not limited to, budget, supervision of staff, Camp War Eagle programming including selection, training, and supervision of all student leaders. Serves as a point of contact for all internal and external constituent groups including new students and their families, campus departments, colleges/schools, Enrollment Services, and community partners.
 2. Directs all aspects of the SOS (Successfully Orienting Students) transfer orientation programs to provide an experience to promote the academic, social, and personal success of transfer students. Oversees all strategic and operational duties associated with the program including but not limited to budget, supervision of staff, SOS programming including selection, training, and supervision of all student leaders. Serves as a point of contact of all internal and external constituent groups including new students and their families, campus departments, colleges/schools, Enrollment Services, and community partners.
 3. Oversees the First Year Seminar academic course and Learning Communities ensuring new students acclimate to multiple aspects of university life. Oversees curriculum, learning outcomes and assessment of classes. Responsible for the supervision of staff and instructors. Responsible for textbook selection, contract and royalty negotiation, textbook customization, and LMS integration.
 4. Represents the First Year Experience program in various roles across campus including Enrollment Management Council, Academic Affairs Committee and Banner Student Information Committees. Stays up to date on academic trends, policies, and procedures, including enrollment data.
 5. Oversees the Office of Academic Support to include Study Partners peer tutoring program, Supplemental Instruction partnerships, academic coaching program, Study Smart Program, and Plainsmen's Prep partnership.
 6. Oversees the Director of University Advising, which is responsible for centrally administered onboarding for new academic advisors, as well as ongoing training and professional development for advisors across campus. Responsible for the oversight of centrally administered retention and persistence efforts.
 7. Serves in a leadership position within the Division of Student Affairs which includes attending regular meetings with the directors from the division and serves as a member of the executive leadership team.
 8. May perform other duties as assigned by supervisor.
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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 Higher Education Administration, Education, Psychology, Counseling, Communications or related field.
Experience (yrs.)	8	Experience in the administration of student programming of first year experience or freshman/transfer student programming. At least 2 years' experience managing full-time and student 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 higher education institutions, student programming, freshman and transfer orientation programs, and academic programs; excellent written and oral communication skills; strong interpersonal skills with the ability to partner and collaborate with a wide-variety of departments, staff, and faculty.

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 standing, walking, sitting, talking, hearing,

Job occasionally requires reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 9/20/2018
