

JOB INFORMATION

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| Job Code | AE17 |
| Job Description Title | Dir, Tiger ID |
| Pay Grade | AS15 |
| Range Minimum | \$78,630 |
| 33rd % | \$99,600 |
| Range Midpoint | \$110,080 |
| 67th % | \$120,570 |
| Range Maximum | \$141,540 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 169 SVP for Student Affairs |
| Approved Date: | 1/14/2025 5:28:32 PM |

JOB FAMILY AND FUNCTION

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|---------------|--------------------------------------|
| Job Family: | Administration & Operational Support |
| Job Function: | Operational Support |

JOB SUMMARY

Provides overall vision, leadership, and management of the Tiger ID office at Auburn University that handles the issuance and management of clerical identification for students, faculty, staff, temporary employees, and AU affiliates. The unit also manages badge requests from departments, Tiger Club merchant accounts, and campus vending machine issues related to refunds, and is the system administrator for various systems related to Tiger ID and mobile ID operations.

RESPONSIBILITIES

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| <ul style="list-style-type: none">• Directs and leads the daily operations of the Tiger ID office for students, faculty, staff, TES, and AU affiliates. Supervises and provides effective leadership to full-time professional staff, support staff, and student staff.• Provides end-user support through consultation and advising, problem identification and resolution, and training.• Plans, develops, and administers the budget for Tiger ID office.• Directs technology ensuring priorities, planning, and implementation aligns with Information Technology's policies and procedures.• Directs and manages all marketing and communications for the Tiger ID office.• Provides or coordinates on-call support for designated systems and services.• Serves on student affairs and university committees and communicates with various staff across campus.• Oversees all assessment for the office, including the interpretation, and presentation of data. |
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SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|------------------------------|-----|---------------------|---|--|
| Bachelor's Degree | with no specific discipline. | and | 5 years of | Experience in management, information technology, project planning, and/or developing support strategies. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of event planning and implementation. | |
| Knowledge of student development theory and budgeting practices. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | | X | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.