



JOB INFORMATION

Job Code	AE43
Job Description Title	Dir, Student Involvement
Pay Grade	SR12
Range Minimum	\$65,250
33rd %	\$82,650
Range Midpoint	\$91,350
67th %	\$100,060
Range Maximum	\$117,460
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/4/2021

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Engagement

JOB SUMMARY

Reporting to the Assoc. VP, Student Affairs, the Director of Student Involvement is responsible for the creation, implementation, and assessment of the leadership, service, programming, and governance of student activities on campus at Auburn University. This position is responsible for the daily oversight of multiple full-time staff members, graduate assistants, and student workers, as well as providing leadership and oversight for the 1,500 selected student leaders and the 25,000 students in student organizations.

RESPONSIBILITIES

- Directs and leads the management of the facilities and daily operations of the Office of Student Involvement which includes student governance, service programs, student organizations, leadership programs, student media, and student programming.
- Supervises and provides effective leadership to full-time professional staff, support staff, and student leaders in the Office of Student Involvement. Conducts meetings with both staff and direct reports, as well as initiates policy/procedure reviews and updates.
- Plans, develops, and administers the budgets for Student Involvement and the Student Activity Project Budgets totaling over \$2 million annually. Approves, directs, and monitors budgets for multiple areas within Student Involvement. Oversees the Student Activity Project Budget and Finance Process.
- Oversees all assessment for the office, including the collection, interpretation, and presentation of data. Presents monthly reports for both the Office of Assessment and respective Assoc. VP. Ensure that After Action Reports are completed after SAP events. Responsible for completing the CAS Self-Assessment and Benchmarking program for all advising areas.
- Directs and manages all marketing and communications for Student Involvement, ensuring publication, as well as consistency of all print and electronic media for the office including website, AU Involve, Facebook, Twitter, and other forms of social media. Collaborates with Student Affairs Communication and Marketing team to set ensure brand standards.
- Coordinates large-scale, university-wide student events (frequently with thousands of students attending and hundreds of staff working).
- Serves on multiple student committees and communicates with various staff across campus, as well as the community, promoting Student Involvement initiatives.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility | Supervises others with full supervisory responsibility.

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
Master's Degree	Degree in Education, Education Administration, Counseling or related field	and	5 years of	Experience in higher education administration reflecting progressively increasing levels of responsibility and accountability related to student development services to include budget management, policy oversight, and supervision of staff. Must have at least 2 years of experience supervising full-time employees.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event planning and implementation.

Knowledge of student development theory, budget practices, and Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).

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.