
Auburn University Job Description

Job Title: **Asst Dir, FYE - Orientation**

Job Family: No Family

Job Code: **AE69**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Plans, directs, and implements comprehensive orientation programs for first year students and parents, including oversight of FYE office operations.

Essential Functions

1. Directs and oversees the planning, development, and execution of orientation programs and activities for first year students and their families.
2. Oversees the recruitment and selection of new student orientation leaders, as well as develops and facilitates orientation leader training programs.
3. Directs and executes a variety of special events, activities, and projects centered around first year students.
4. Partners with entities on campus and in the community to provide services at orientations.
5. Coordinates and oversees the creation of orientation materials including, but not limited to, handbooks, brochures, websites, and other digital platforms.
6. Develops and implements policies and procedures related to the overall operation of orientation programs, including oversight of First Year Experience Office personnel and operations.
7. Directs and oversees comprehensive assessment plans for all orientation programs.
8. May teach FYS courses.

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	Masters Degree	Degree in Higher Education Administration, Education Psychology, Educational Leadership, or related field
Experience (yrs.)	5	Experience in programming, administration, or event management at an educational institution

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 first year student transitional issues and event planning

Certification or Licensure Requirements

None Required

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.

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, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 5/15/2015
