
Auburn University Job Description

Job Title: **Asst Dir, Auburn Cares** Grade SR10 \$48,800 - \$83,000
Job Code: **AE77**
FLSA status: Exempt
Job Family: Student Resources
Job Function:

Job Summary

Reporting to the Director of Auburn Cares, the Assistant Director of Auburn Cares oversees the Safe Harbor program, Campus Food Pantry, Student Affairs scholarship award process, and all outreach initiatives for the Auburn Cares office (Auburn Cares, Safe Harbor, Medical Withdrawals, and Campus Food Pantry). Supervises the professional staff and graduate assistants associated with Safe Harbor program and the Campus Food Pantry. Serves as the Auburn Care Maxient administrator.

Essential Functions

1. Oversees and manages all survivors referred to the Safe Harbor program that support and assist students and employees of Auburn University who have experienced power-based personal violence, including dating and domestic violence, sexual assault, and stalking and harassment by providing crisis response, support, and providing information and referrals to professionals on campus and in the community. Oversees the 24-hour response system and coordinates communication and services with several agencies including East Alabama Health, Rape Counselors of East Alabama, the District Attorney's office, Auburn Police, and others. Serves on Sexual Assault Response team.
2. Provides direct supervision of Safe Harbor coordinator, graduate assistant, and the Campus Food Pantry graduate assistant. Provides decision-making authority for the Campus Food Pantry and Safe Harbor issues and survivor concerns in consultation with the Auburn Cares Director. Conducts performance reviews and evaluations.
3. Oversees the Campus Food Pantry operations to include marketing, funding, and food drives.
4. Oversees, manages, and conducts outreach presentation initiatives for the Auburn Cares office, including general Auburn Cares, Safe Harbor, Campus Food Pantry, and Medical Withdrawal outreach.
5. Responsible for overseeing and managing the Student Affairs Scholarship award process. Identifies and selects scholarship review committee members for Student Affairs scholarships. Ensures all scholarships are awarded based on guidelines and to those with the highest need.
6. Serves as the Auburn Cares office administrator for Maxient database. Serves on the Maxient user team to make decisions about database usage across campus. Implements all Maxient changes for the office. Provides education, training, and ensures change implementation by Auburn Cares staff.
7. Responsible for all monthly, semester, and annual assessments and data reporting for the Campus Food Pantry and Safe Harbor programs.
8. Oversees and manages the Campus Food Pantry and Safe Harbor budgets. Partners with Auburn University Medical Clinic to ensure funding for SANE education and clinical expenses. Collaborates with Student Affairs Development officer to fundraise for Campus Food Pantry and Safe Harbor gift accounts. Ensures gift account is used in accordance with guidelines.
9. Performs other related duties as assigned.

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~~

Auburn University Job Description

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.

Auburn University Job Description

Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|-------------------|---|
| Education | Bachelor's Degree | Degree in Higher Education, Counseling, Social Work, or related field. |
| Experience (yrs.) | 5 | Experience in mental health, social work, counseling, higher education or related field. Must have 1 year of experience supervising, mentoring, or leading 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

Understanding of trauma-informed care as it relates to working with survivors of sexual assault and interpersonal violence. Understanding of student learning and development concepts and theory. Knowledge of higher education policies and procedures, understanding of crisis management and intervention techniques in higher education, Knowledge of operating Maxient software. Knowledge of threat assessment models and intervention techniques in higher education. Working knowledge of government regulations pertaining to college students, including FERPA, the Clery Act, HIPAA, Title IX, Section 504 of the Americans with Disabilities Act.

Certification or Licensure Requirements

None required.

Pre-Employment Screening 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.

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 sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 6/2/2023

Auburn University Job Description
