
Auburn University Job Description

Job Title: **Asst Dir, Honors Programming**

Job Family: No Family

Job Code: **AE83**

Grade SR11 \$54,900 - \$93,300

FLSA status: Exempt

Job Summary

Reporting to the Director of the Honors College, the Assistant Director of Honors Programming oversees all aspects of the Honors College programming that is outlined in the unit strategic plan.

Essential Functions

1. Oversees all aspects of professional development and career networking programming for the unit with the assistance of the Coordinator of Scholarships, Research, and Professional Development.
2. Oversees the planning, implementation, and campus coordination of an undergraduate recruiting strategy, including underrepresented groups with the assistance of the Coordinator of Recruiting.
3. Oversees all aspects of recruiting, mentoring, and assisting Auburn University students with applications for scholarships, grants, awards, internships, and research opportunities, including, but not limited to, nationally competitive scholarships and awards with the assistance of the Coordinator of Scholarships, Research, and Professional Development.
4. Oversees domestic and international study and travel programming for the unit, collaborating with the Media and Communications department to develop and distribute related promotional materials.
5. Oversees all aspects of unit outreach efforts and programming with the assistance of the Coordinator of Student Affairs and Outreach Programs
6. Oversees all aspects all student affairs programming including residential life and service learning programming for the unit with the assistance of the Coordinator of Student Affairs and Outreach Programs and other appropriate staff members.
7. Participates in the development of operating goals and objectives for the unit; recommends, implements, and coordinates methods and procedures to enhance operations, as appropriate to unit.
8. Represents the unit on campus committees or at events related to areas of responsibility, and participates in unit-level committee work, as assigned by Director.
9. Teaches honors and HONR courses and performs other 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 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	No specific discipline.
Experience (yrs.)	4	Experience in student affairs programming at the college level.

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

Excellent communication skills: oral, written, and presentation. Knowledge of principles, practices, and ethics of student affairs programming. Demonstrated ability to work under pressure and with deadlines. Maturity and ability to interact with students in a confidential environment. Appreciation for various perspectives, identities, backgrounds, ages and educational goals of current undergraduate students. Comfort speaking to large groups. Excellent interpersonal skills. Ability to effectively manage variety of student affairs-related programming across wide range of unit and student needs.

Certification or Licensure Requirements

Driver's License 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 sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 6/4/2020
