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## Auburn University Job Description

Job Title:	<b>Dir, Auburn Cares</b>	Job Family:	No Family
Job Code:	<b>AE84</b>	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

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### Job Summary

Reporting to the Associate Vice President, Student Affairs, the Auburn Cares Director serves as the point of contact for all referrals to Student Affairs about students of concern and students in crisis. Serves as the campus expert and point of contact for all student concerns and works regularly with Associate Deans, Faculty, Administrators, Campus Safety & Security, Academic Advisors, parents, and others from the campus and community.

### Essential Functions

1. Oversees all case management for students of concern referred to the Auburn Cares office to ensure all students are appropriately assessed for safety and risk, and receive appropriate intervention and response through outreach, individual meetings, referrals, and follow-up. Develops, oversees, and assesses protocol for responding to student concerns, including communicating with parents and police for safety concerns. Responsible for student outreach and intervention, as well as student emergency contact notification when there are concerns about a student's safety and well being. Oversees completion of timely, confidential, and complete case documentation of all student referrals through an electronic record-keeping system. Provides guidance and direction to students and parents in navigating campus resources, departmental procedures, and university policies. Follows up with students to foster the development of coping skills, resiliency, self-advocacy, and other skills to maximize success.
  2. Supervises a professional team focused on student support, success, and retention. Provides all decision making authority for Auburn Cares policy and student issues, as well as issues related to the medical withdrawal process, including approval and denial of medical documentation. Serves on the Student Affairs Leadership Team (SALT).
  3. Oversees the medical withdrawal process for all students pursuing a withdrawal for medical or mental health conditions. Serves as the sole decision-maker for issues related to medical withdrawal applications and medical documentation.
  4. Oversees the direction and operation of the Campus Food Pantry, Campus Food Pantry Student Advisory Board, and meal assistance program which is called Feed the Family Fund. Manages the Campus Food Pantry operation, including daily operations, food drives, marketing, software implementation, fundraising, and campus partnerships to support students struggling with food insecurity. Directs and distributes meal assistance scholarships (Feed the Family Funds) to students struggling with chronic food insecurity. Oversees the allocation and distribution of approximately \$90k in Feed the Family Funds. Ensures compliance with all federal financial aid laws when awarding and distributing funds.
  5. Leads and directs campus response for all student deaths. Receives direct notification from the Lee County Coroner regarding all student deaths and provides notification to the Sr. VP for Student Affairs. Contacts deceased student's family to offer condolences on behalf of Auburn University. Serves as the sole point of contact at Auburn University for student deaths including providing official notification to campus departments and administrators, works directly with the deceased student's family as the university point of contact, works directly with friends and professors of the deceased student, arrange for university representation at the student's funeral, and leads remembrance efforts to honor the deceased student immediately following the death.
  6. Evaluates and directs the distribution of approximately \$230k in Student Success Funds to assist
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students affected by unforeseen financial hardships that directly impact their retention. Ensures compliance with all federal financial aid laws by working directly with the Executive Director of Student Financial Services to ensure eligibility when awarding emergency funds.

7. Biannually directs, implements, and administers up to \$100k in funds through the EBSCO Home Stretch Scholarships to support low-income students who are struggling financially and at risk of not being retained. Ensures compliance with all federal financial aid laws by working directly with the Executive Director of Student Financial Services to ensure eligibility when awarding scholarships.
8. Conducts and oversees outreach presentations to promote the Auburn Cares office and related initiatives and services.
9. Performs other related duties.

## **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>
<b>Education</b>	Master's Degree	No specific discipline. Degree in Higher Education, Counseling, Social Work, Education, or related field is desired.
<b>Experience (yrs.)</b>	7	Experience in mental health, counseling, social work, or related field. Experience in higher education environment desired. Must have 2 years of experience directly supervising or managing 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

Working knowledge of student learning and development concepts and theory. Understanding of working within higher education organization. Knowledge of conflict resolution methods and management concepts, and crisis management and intervention techniques in higher education. Knowledge of mental health terminology and treatment plans, understanding of mental health evaluation and risk assessment, knowledge of threat assessment models and intervention techniques in higher education, Auburn University employee policies and procedures, working knowledge of government regulations pertaining to

### Certification or Licensure Requirements

None required.

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## 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, and lifting up to 10 pounds.

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: 8/26/2021

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