
Auburn University Job Description

Job Title: **Asst to SVP, Student Affairs**

Job Family: No Family

Job Code: **BB88**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

Job Summary

Reporting to the Senior Vice President for Student Affairs, this position is responsible for managing and directing special projects, communications, initiatives, and special events for the Office of the Senior Vice President for Student Affairs (SVPSA), as well as providing strategic leadership and direction to multiple Student Affairs departments including Communications and Marketing, Parent and Family Programs, and the Melton Student Center for a combined budget of approximately \$1.7 million.

Essential Functions

1. Administers and coordinates the successful execution of key initiatives and programs for the Office of the Senior Vice President for Student Affairs including, but not limited to, the Aubie Program, War Eagle Girls and Plainsmen, Student Affairs Diversity Plan, and the Interfaith Council. Responsible for special projects, as assigned, and events including Welcome Week activities. Ensures all activities are aligned with the vision set by the Senior Vice President.
 2. Directs the Communication and Marketing units of Student Affairs, responsible for internal and external communications and publication materials for the Office of the Senior Vice President for Student Affairs to ensure printed and electronic materials represent a consistent brand and image. Materials may include, but are not limited to, publications, newsletters, quarterly and annual reports, websites, and social media. Manages the messaging sent to all stakeholders including donors, students, parents, and campus partners. Coordinates and assists in the development of board-related communications and presentations for the AU Board of Trustees, Alumni Board, Foundation Board, and Parent & Family Board.
 3. Provides operational leadership and direction for the Office of Parent and Family Programs to engage, support, and inform Auburn University parents and family members through the creation of strong parent and family connections that will assist Student Affairs in its mission to cultivate a supportive campus environment. Provides guidance in effectively managing crisis situations and responding to complaints and concerns. Communicates with, partners, supports, and serves as the central point of contact for the Auburn University Parent Association.
 4. Provides operational leadership and long term facilities planning for the Melton Student Center which is a large, multi-purpose facility (184,000 sq. ft.) that supports student life as well as the general public, providing space for dining, meeting, entertainment, studying, and events. Included within this operation is the reservation function which includes over twenty independent sites across campus.
 5. Establishes cooperative relationships with other University departments, and serves as the point of contact with AU Athletics for Student Affairs operations planning and collaboration regarding shared events, meetings, or projects. Serves on and leads multiple division-wide and campus-wide committees.
 6. Responsible for the development, review, maintenance, and expense monitoring of departmental budgets within areas of responsibility.
 7. Provides supervisory leadership to multiple departments within Student Affairs and directly supervises three employees, representing a full staff of more than 25 employees, to include recruitment, selection, hiring, performance evaluation and management, recognition/appreciation, termination, training, and development.
 8. Responsible for the development, review, maintenance, and implementation of policies,
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procedures, and practices in areas of responsibility regarding business operations, facilities, and talent. Through subordinate staff, identifies and implements continuous improvement initiatives to ensure operational effectiveness in a constantly changing environment.

9. Performs other related duties as assigned by the Senior Vice President for Student Affairs. Upon request, serves as the Senior Vice President's designee for meetings and events.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 | Degree in Higher Education, Management, Business Administration, or a field related to Student Affairs is required. |
| Experience (yrs.) | 8 | Progressive administrative experience with increasing levels of responsibility and accountability in a college/university setting to include budget development and expense monitoring, program management, and/or operations management. Experience within a Student Affairs organization desired. Requires 2 years of experience supervising full-time 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

Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources. Knowledge of and skill in budget development and expense monitoring.

Excellent written and oral communication skills; demonstrated presentation skills. Strong interpersonal and public relations skills. Skills and ability to effectively supervise and lead a team of employees.

Ability to set and prioritize organizational goals. Ability to conduct long term operational and facilities planning. Ability to work a flexible schedule, which may include evening and weekend hours

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.

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 standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and

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lifting up to 50 pounds.

Position requires the frequent ability to view text and graphics on a computer monitor.

Date: 3/3/2021

