

## JOB INFORMATION

|                         |   |
|-------------------------|---|
| Job Code                | CA57  |
| Job Description Title   | Dir, Acad Prog, Pathway and Transfer Center |
| Pay Grade               | SR11  |
| Range Minimum           | \$58,840                                    |
| 33rd %                  | \$72,570                                    |
| Range Midpoint          | \$79,440                                    |
| 67th %                  | \$86,300                                    |
| Range Maximum           | \$100,030                                   |
| Exemption Status        | Exempt                                      |
| Approved Date:          | 1/1/1900 12:00:00 AM                        |
| Legacy Date Last Edited | 8/17/2023                                   |

## JOB FAMILY AND FUNCTION

|               |                   |
|---------------|-------------------|
| Job Family:   | Student Resources |
| Job Function: | Academic          |

## JOB SUMMARY

The Director of Academic Programs, Pathway and Transfer Center directs the daily operations of the Pathway and Transfer Center, creating and coordinating pathways to improve access and affordability for the Alabama population in addition to other academic initiatives and partnerships. Supports the strategic goals of the university in addition to including university partners and institutional partners across the state.

## RESPONSIBILITIES

- Oversees and directs the daily operations of the Pathway and Transfer Center which includes evaluating program needs, reviewing student and family feedback, leading team brainstorming, improving program communication, and evaluating the potential for suggested solutions to translate into workable solutions.
- Develops and implements pathway structures and programs to increase the quality, scalability, and sustainability of student learning opportunities at Auburn University and for college and high school students across the state. Generates and delivers demographic, analytical, and other information about our pathway programs, student performance, and populations.
- Assists in developing and maintaining data systems to support analysis, including streamlining student schedules and grade verification processing by working with the Office of the Registrar and Institutional Research to develop reports that can be easily obtained by the Pathway and Transfer Center to evaluate our goals and key performance indicators (KPIs). This may include presenting this information to leadership or other stakeholders.
- Collaborates with partner institutions who are part of the Pathway and Transfer Center academic initiatives and other related student success initiatives. Schedules the courses participating students take and coordinates the opportunities for the Pathway and Transfer Center programs to work with other departments on campus.
- Registers and manages student records for Auburn First and Path to the Plains.
- Develops and monitors KPIs and supports the development of unit strategic plans for current and prospective programs and courses.
- Oversees the planning and scheduling of online and in-person courses and ensures that branding and marketing strategies align with university and college standards.
- Convenes and attends meetings involving new program initiatives on and off campus as well as participating in outside partnerships to align academic programs with statewide organizations and initiatives.
- Collaborates with academic and administration departments to foster programs for student engagement by administering dual-enrollment high school courses to enhance enrollment and coordinates campus wide outreach activities and programs.

## RESPONSIBILITIES

- Manages, designs, and leads Exploratory programming to allow exposure of community college students to all of Auburn's colleges and majors, self and career research, and connections with individuals across Auburn's campus.
- May perform other duties as assigned.

## SUPERVISORY RESPONSIBILITIES

|                            |   |
|----------------------------|---|
| 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. |
|----------------------------|---|

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education     |     | Years of Experience | Focus of Experience   |  |
|-------------------|------------------------|-----|---------------------|---|--|
| Bachelor's Degree | No Specific Discipline | And | 5 years of          | Experience with cross-campus collaboration, academic program management, data collection and KPI evaluation, customer service, communication and outreach, process improvement, student tracking, or records management. Experience shows progressively increasing levels of responsibility and accountability. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal, state, and higher education accreditation agencies' policies and procedures.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       |       | X      |              |            |            |        |
| Climbing                      | X     |        |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |

PHYSICAL DEMANDS

| Physical Demand            | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-------|--------|--------------|------------|------------|--------|
| Reaching                   |       |        | X            |            |            |        |
| Talking                    |       |        |              | X          |            |        |
| Hearing                    |       |        |              | X          |            |        |
| Repetitive Motions         |       |        | X            |            |            |        |
| Eye/Hand/Foot Coordination |       |        | X            |            |            |        |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       | X      |              |            |            |
| Extreme heat           |       | X      |              |            |            |
| Humidity               |       | X      |              |            |            |
| Wet                    |       | X      |              |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

**Vision Requirements:**  
Ability to see information in print and/or electronically and distinguish colors.