
Auburn University Job Description

Job Title: **SVP, Student Affairs**

Job Family: No Family

Job Code: **EC08**

Unclassified

FLSA status: Exempt

Job Summary

Reporting to the President, the SVP of Student Affairs provides executive leadership, vision and accountability for the administration, development, assessment, and improvement of student services and experiences that meet and support Auburn University's mission and strategic plan. Collaborates with staff and campus partners to support student learning and success, as well as promote student civility, ethical conduct, and social responsibility. The following departments will report to this position: Academic Advising, Academic Support, Assessment & Strategic Planning, Rec & Wellness Center, Campus Dining, First-Year Experience, Greek Life, Health Promotion & Wellness Services, Medical Clinic, Office of Accessibility, Cooperative Education, Parent & Family Programs, Student Center, Student Conduct, Student Counseling Services, Student Involvement, University Housing, Veterans Resource Center, and Career Center.

Essential Functions

1. Develops long- and short-range plans for the Student Affairs Program at Auburn University, that meet the mission and strategic plan for responding to the needs and requirements of its student constituencies. Responsible for planning, developing and implementing innovative and proactive programs, services, and procedures that respond to the changing needs and requirements of the University's student community and which enhances the University's viability for student recruitment and retention purposes.
 2. Supervises, directs, and evaluates the programs in student affairs. Develops strategic projections of program and staffing requirements including the budgeting of all expenditures and the development, identification, and projection of long- and short-range requirements for budget preparation purposes. Oversees the hiring and evaluation of staff.
 3. Develops and fosters communication with students, parents, faculty, community agencies, legislature, and the general public through participation in community organizations, student organizations and other entities that address student concerns, as well as encourages the overall growth of the University.
 4. Conducts periodic evaluations of programs, services, procedures and policies to ensure that the Student Affairs program is effective, innovative, proactive, anticipatory and responsive to student and community requirements. Utilizes analytical results and data to design, develop and implement innovative and effective student recruitment and retention programs, services and procedures.
 5. Analyzes staff and program responsibilities and reorganizes, reassigns or realigns to best meet Auburn's strategic goals, mission and priorities, in accordance with Auburn's rules, regulations and procedures.
 6. Reviews, investigates, and analyzes allegations of violation of the Student Conduct Code.
 7. Serves as the chief spokesperson for the President on matters related to student life, services, and programs with students, the community, state and federal agencies, etc.
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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	Not Specified.
Experience (yrs.)	10	Ten years professional experience in a higher education student affairs department with eight of those years in a senior level in higher education student affairs.

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 and understanding of laws, regulations and policies governing student conduct, student privacy, student health, mental health, and disability accommodation. Ability to work collaboratively to develop student policies and procedures, as well as conduct regular analyses and audits of effectiveness in areas requiring regulatory compliance.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 4/23/2018
