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## Auburn University Job Description

Job Title: **Assoc VP, Student Affairs**

Job Family: No Family

Job Code: **AA10**

Grade SR17 \$124,400 - \$248,800

FLSA status: Exempt

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### Job Summary

Reporting to the Senior Vice President for Student Affairs, this position, through subordinate directors, leads and directs the strategic management, planning, budgeting, policies and operations of the departments of Student Involvement, Greek Life, Student Conduct, First-Year Experience, and Student Counseling & Psychological Services. These departments are responsible for developing and implementing programs that foster student leadership development, social engagement, and mental wellness. This is accomplished through roughly ninety staff members with total combined annual operating budgets approximating ten million dollars.

### Essential Functions

1. Provides comprehensive direction and leadership to Student Involvement, which includes Student Government Association; Black Student Union; International Student Organization; Organizations Board; University Program Council; Emerge Leadership Program; Alternative Student Breaks; Beat Bama Food Drive; The Big Event; IMPACT; Eagle Eye TV; Glomerata; The Circle; WEGL 91.1 FM, and The Plainsman.
2. Provides comprehensive direction to Student Counseling and Psychological Services, Health Promotion, and Wellness Services, which provide mental health screening and counseling, psychiatric services, animal assisted therapy, substance use services, as well as internships at the Masters and Doctoral level.
3. Provides comprehensive supervision for Greek Life, which include: Auburn Pan-Hellenic Council, Inter-fraternity Council, National Pan-Hellenic Council, and Multicultural Greek Council.
4. Directs and leads Auburn University's First Year Experience, which include: Camp War Eagle, Successfully Orienting Students, First Year Seminars, and Learning Communities.
5. Directs all Student Conduct responsibilities, which include providing a fair, impartial, and educational student conduct process for students and student organizations.
6. Actively engages with stakeholders both on and off campus for the purpose of supporting student success. Fosters relationships with students, faculty, staff, parents, alumni, and advisors to provide communication and resources.
7. Frequently called on to make decisions about the health and safety of students that require coordination across multiple departments and divisions, often having differing opinions that must be carefully weighed. Final decision and responsibility lies with the Associate Vice President.
8. Leads and serves on division and university-wide committees, as well as participates in national organizations through service and conducting presentations.

### 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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*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	Masters Degree in higher education, management, business administration, or a field related to Student Affairs is required; a doctorate is preferred.
<b>Experience (yrs.)</b>	10	Experience in higher education administration and strategic planning for student programming and/or student life, with a minimum of ten (10) yrs. of progressive administrative responsibility in one or more areas assigned, to include a minimum of five (5) yrs. at the director's level; as well as a minimum of five (5) yrs. directing multiple departments within a university setting.

#### **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**

Thorough knowledge of higher education policies and procedures, Family Education Rights and Privacy Act (FERPA) guidelines, student development practices, strategic planning, and program evaluation.

#### **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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

No special vision requirements

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Date: 11/10/2022

