
Auburn University Job Description

Job Title: **Assoc VP, Campus Living**

Job Family: No Family

Job Code: **AE81**

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

FLSA status: Exempt

Job Summary

The Assoc VP, Campus Life provides vision, leadership, and strategic direction for the departments of University Housing, Dining Services, as well as Campus Life Facilities Management and Auburn Cares. This position focuses on providing quality student services and programs that support the objectives of the Division of Student Affairs. The Assoc VP, Campus Life instills a sense of community that is welcoming and inclusive while cultivating a common purpose, communication, and teamwork between and among the various units and staff.

Essential Functions

1. Provides comprehensive oversight of all aspects of University Housing, Dining Services, and Campus Life Facilities Management to include staff supervision, community development, budget management, policy formulation, contract oversight and compliance, discipline management, crisis management, integration of student development theory, building partnerships/collaborations throughout the University community, public relations, and strategic planning for Campus Living. Directs and manages the Auburn Cares office, which is responsible for referring students who are in crisis through different processes and committees depending on the event.
2. Initiates and promotes student learning outcomes and community development for students living on campus. Collaborates with Student Affairs departments and faculty members to partner with and promote a student centered Living-Learning environment. Responsibilities include residential program implementation, student learning outcomes, on-call coverage, and critical incident response.
3. Maintains a secure and satisfying physical environment by ensuring facility and maintenance/repair issues are responded to and addressed appropriately. Serves as the initial contact to students and parents for concerns and issues related to Campus Living.
4. Oversees major residence hall and dining venues renovations, building projects, and ongoing initiatives. Develops partnerships that support Campus Living and Dining facilities projects with staff in the office of Campus Operations.
5. Serves as spokesperson for Campus Living & Dining Services. Oversees the development of technology to support residence halls and dining services. Oversees departmental participation in campus outreach efforts.
6. Fosters working relationships with internal and external partnerships.

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.

Auburn University Job Description

knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Master's degree from an accredited institution in Higher Education, Management, Business Administration, or a field related to Student Affairs. A Doctorate is preferred.
Experience (yrs.)	10	At least 10 years' experience of progressive administrative responsibility in one or more of the areas assigned to include a minimum of 5 years at the Director's level. Experience in maximizing fiscal and human resources, effective problem solving, innovative program development, and a record of accomplishment as a student advocate and a champion of student success. At least 5 years' experience directing multiple areas within a university setting, including auxiliary units, such as housing/residence life or dining services.

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 higher education policies & procedures, Family Education Rights and Privacy Act (FERPA) guidelines, student development practices, contract compliance, strategic planning, and program evaluation. Must have knowledge of state and federal contract guidelines, safety codes, and ADA requirements as it relates to housing.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, reaching, talking, hearing, handling objects with hands, .

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

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

Auburn University Job Description

Date: 2/21/2018
