
Auburn University Job Description

Job Title: **CMS Activities Leader**

Grade AS07 \$33,700- \$50,600

Job Code: **CA51**

FLSA status: Non-exempt

Job Family: Academic Services and Administration

Job Summary

The Contingency Management System (CMS) Activities Leader coordinates and assists in all aspects of the Accountability Based Sexual Offense Prevention Program (ABSOPP) student incentive program designed to support afternoon student incentive activities.

Essential Functions

1. Manages the daily afternoon operations for the student incentive space to include daily visits to one of Accountability Based Sexual Offense Prevention Program (ABSOPP) dorms each day of the week. Oversees several student workers in this space while ensuring accurate incentive distribution. Develops and monitors student activities within the space and ensures safe operation and cleanliness of the student incentive space and adjacent area.
2. Develops and organizes the monthly pop-up events, end-of-month events, and other events for five student dorms. Responsible for communicating with partnering agency's, Alabama Department of Youth Services (DYS) dorm staff about event details and student participation status. Manages the students who assist with the events preparation, operation, and ensuring items are available in advance to conduct the event.
3. Assists with preparing the activity space for events to include overseeing student assistants, cleaning the space, moving chairs, tables, props, and event materials into place and decorate the space seasonally. Collaborates with the DYS trade and art classes to obtain seasonal decorative items as well as items needed for the student incentive activities.
4. Oversees the CMS incentive items inventory which includes, counting and reporting inventory, creating order requests, and recommending order changes based on student surveys conducted. Works with campus partner agencies to coordinate accurate daily updates on student behavior point reporting. Researches, troubleshoots, and reconciles daily variances in reporting with students and partnering agencies.
5. Coordinates with the Montgomery Museum of Art Outreach Program to arrange multiple 9-week art classes on campus each year. Ensures appropriate student selection through the ABSOPP Treatment Team and extends the opportunity for students in the partnering agency, Alabama DYS to attend.
6. Ensures safe student movement per Department of Youth Services policy. Ensures accurate and timely student counts per policy. Ensures students follow behavior expectations set by Residential Team for continued participation in the program. Ensures ongoing communication regarding a students continued eligibility.
7. Coordinates planning for events, practices and related. Coordinates student auditions. Oversees student clearance to participate with ABSOPP Treatment Team and other stakeholders.
8. Oversees student practices and events. Coordinates volunteers for practices as available.
9. Collaborates with residential DYS staff, ABA team, and the ABSOPP clinical team to effectively manage CMS.
10. Performs other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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performance reviews of other employees.

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	High School	High School Diploma. Degree in Psychology, Criminal Justice, or related desired.
Experience (yrs.)	5	Experience working in a juvenile justice facility or working with adolescents.

Substitutions allowed for Education:

Indicated experience is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge and ability to create a positive and professional relationships with students in a juvenile justice setting.

Knowledge and ability to provide proactive leadership towards students to reach their behavior goals.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 1/10/2023
