AUBURN
Human Resources

# Dir, Student Services

Job Description

## JOB INFORMATION

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| Job Code | AA06 |
| Job Description Title | Dir, Student Services |
| Pay Grade | SR12 |
| Range Minimum | $66,890 |
| 33rd % | $84,730 |
| Range Midpoint | $93,640 |
| 67th % | $102,560 |
| Range Maximum | $120,400 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/10/2022 |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Directs and coordinates student advising, services, and programs for a school/college.

## RESPONSIBILITIES

- Plans and coordinates academic advising, recruiting, and/or retention programs for a college/school.
- Reviews and maintains student records such as coordinating input, evaluating transcripts, applications for admission, and/or generating reports.
- Evaluates student records to identify at risk students, advise students on issues such as (but not limited to) policy and course of study for success, and to counsel students on a probable course of action upon graduation.
- Assists students with academic related issues such as (but limited to) course selection, registration, graduation application, financial aid, assistantships, and/or University or college/school policy and procedure.
- Develop and/or lead student informational programs such as college/school orientation, Camp War Eagle, and SOS.
- Assists in the development of academic policy.
- Administers academic policies, conducts studies, and prepares reports for the college and/or units within the college.
- Coordinates the selection of students for honor societies and scholarships.
- May represent college/school to outside groups, committees, prospective students, high schools, and parents.
- May coordinate information and/or orientation programs for new or transfer students.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| 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 to 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 | in Psychology, Counseling, Education, Management, Business, or related field | and | 7 years of | experience in various student-related programs/ services such as recruiting, advising, and/or counseling. | |

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| Substitutions Allowed for Experience | Yes |
| *Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of academic and student development theories, budgeting principles and practices. | |

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| 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 | | | |
| 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 | | | |

## WORKING ENVIRONMENT

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

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