AUBURN
Human Resources

Assoc VP, Student Affairs

Job Description

JOB INFORMATION

Job Code	AA10
Job Description Title	Assoc VP, Student Affairs
Pay Grade	SR17
Range Minimum	$136,720
33rd %	$182,300
Range Midpoint	$205,090
67th %	$227,870
Range Maximum	$273,450
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

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.

RESPONSIBILITIES

- 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.
- 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.
- Provides comprehensive supervision for Greek Life, which include: Auburn Pan-Hellenic Council, Inter-fraternity Council, National Pan-Hellenic Council, and Multicultural Greek Council.
- Directs and leads Auburn University’s First Year Experience, which include: Camp War Eagle, Successfully Orienting Students, First Year Seminars, and Learning Communities.
- Directs all Student Conduct responsibilities, which include providing a fair, impartial, and educational student conduct process for students and student organizations.
- 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.
- 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.
- Leads and serves on division and university-wide committees, as well as participates in national organizations through service and conducting presentations.

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

Supervisory Responsibility	Supervises others with full supervisory responsibility.

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	
Master's Degree	Masters Degree in higher education, management, business administration, or a field related to Student Affairs is required. A doctorate degree is preferred.	and	10 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

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