AUBURN
Human Resources

Coord, Advising Technologies

Job Description

JOB INFORMATION

Job Code	AA33
Job Description Title	Coord, Advising Technologies
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

Provides leadership, support and coordination for university advising and student success technologies. Provides professional level coordinated services to identify and assist students who are at risk of academic failure. Collaborates with units in Student Affairs and Academic Affairs to facilitate coordinated retention efforts.

RESPONSIBILITIES

- Coordinates performance management and utilization of advising and student success technologies. Serves as a main point of contact with vendor(s) for updates and troubleshooting.
- As needed,organizes a team of super users who oversee all aspects of advising and student success platform(s) including technical aspects, functionality for both professionals and students and access and security coordination with OIT. Trains new users, coordinates regular meetings, assists new units to platform(s) in setting up their location; chairs a team of advisors from every college/school and other support units, and conducts testing of new advising and student success technologies. Supports campus wide leadership team responsible for decisions impacting broad functionality of advising and student success technologies.
- Supports advising and student success technology users' understanding and utilization of the platform(s) to promote student retention. Develops and coordinates professional development opportunities focused on retention efforts and utilization of advising and student success technologies for Academic Advisors and other student support professionals. Provides user support as needed in responding to questions or concerns.
- Monitors early alert grade process, schedules reports to run and ensures its listing in the academic calendar. Communicates with and assists faculty as needed to respond to questions and troubleshooting challenges when submitting grades. Sends reports to colleges/schools and campus partners regarding early grade reports for students. Communicates with students regarding mid-term grades.
- Coordinates reporting and distribution of retention data to faculty and staff of colleges/schools. Independently or in partnership with other offices, offer interventions for students on improving academic success.

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

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 Counseling, Education, Psychology, Human Sciences, or related field	and	5 years of	experience in various student related programs and services such as recruiting, advising, and/or counseling.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of student development theory, advising and retention practices.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			