AUBURN
Human Resources

Dir, Exploratory Advising Center

Job Description

JOB INFORMATION

Job Code	AA38
Job Description Title	Dir, Exploratory Advising Center
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

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

Serves as the Director of the Exploratory Advising Center to support students exploring different majors offered at Auburn University.

RESPONSIBILITIES

- Oversees central operations of the center to include supervising personnel, managing finances and budgets, and overseeing front desk operations and customer service.
- Manages assigned staff to include human resources related functions such as leading recruitment efforts, reviewing resumes, conducting interviews, and conducing performance review evaluations of staff. Provides and encourages professional development opportunities to staff.
- Oversees and coordinates the curriculum and course scheduling of the Exploratory Center.
- Directs and oversees advising practices of processional academic advisors and career counselors including oversight of work, training, and assistance with difficult advising situations. Assesses services provided by the center and leads changes as needed based on findings and discussions with the staff.
- Collaborates with colleges/schools for referrals of upperclassmen students to coordinate academic advising and career counseling and maintain current information on majors and students' records.
- Organizes recruitment plans and schedules for students interested in the Exploratory major. Plans and facilitates new student orientation for students.
- Serves as a liaison between Auburn University Career Center for coordinated services for students advised in the center as well as events and other campus related activities.

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	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	
Master's Degree	in Education, Psychology, Counseling, Business, Liberal Arts, or related field.	and	7 years of	experience in advising and student services to include some experience administering and/or coordinating academic advising services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of academic advising principles and student development theory.	

MINIMUM LICENSES & CERTIFICATIONS

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

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		

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