AUBURN
Human Resources

Asst Dir, FYE - Academics

Job Description

JOB INFORMATION

Job Code	AA41
Job Description Title	Asst Dir, FYE - Academics
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
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 Engagement

JOB SUMMARY

Responsible for the development and oversight of a comprehensive academic initiatives program for first year students including First Year Seminars (FYS), Themed First Year Seminars (TFYS), Learning Communities (LCs), Residential Learning Communities (RLC) and academic improvement workshops.

RESPONSIBILITIES

- Responsible for the strategic planning, implementation, management, assessment, and evaluation of First Year Experience Academic Initiatives (FYEAI) programs. Supervises professional staff and graduate assistants, tasking them with critical components in planning, implementation, management, assessment and evaluation.
- Oversees the process to recruit, interview, hire, train, supervise, and evaluate a team of approximately 75 FYS instructors. Develops and facilitates comprehensive and on-going training programs with a focus on translating widely-accepted student development and learning theories into meaningful and effective practices for FYEAI.
- Manages the design, revision, and implementation of FYS course curricula based on established best practices and University needs.
- Provides guidance and support to employees and campus partners for new and continued support of all FYEAI programs. Identifies opportunities for expansion and evolution of programs to meet students demand and goals of campus partners.
- Investigates, selects, and implements current and appropriate educational technologies and print/web materials using industry best practices that support FYEAI. Coordinates and provides support and training on the effective use of chosen technologies and materials. Oversees production, editing of training materials, and creation of extensive online instructor resource toolkit through Microsoft Teams.
- Teaches multiple sections of FYS courses each academic year, including sections designated for LC students.
- Confers with students, parents, and instructors to resolve registration, grading, and academic honesty and policy issues with respect to FYS courses, LCs, and other FYE academic initiatives.

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 Higher Education Administration, Educational Psychology, Educational Leadership, or related field	and	6 years of	At least 3 years of teaching experience at the collegiate level, specifically teaching first year students. Experience training and supervising professional staff members, program leaders, instructors, and graduate and undergraduate students.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of first year student transitional issues and educational principles and theories.	

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	
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		

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