AUBURN
Human Resources

Dir, Auburn Collaborative for College Preparation & Success

JOB INFORMATION

Job Code	AA73
Job Description Title	Dir, Auburn Collaborative for College Preparation & Success
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:	3/27/2025 2:56:50 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

The Director for the Auburn Collaborative for College Preparation and Success will provide visionary leadership and strategic direction to enhance academic preparation, affordability and success for students across Alabama. This role is pivotal in advancing Auburn University's land-grant mission by serving all students through the oversight of the development of comprehensive enrollment pathways, strategic programming, and partnerships with schools and communities to support student preparation, readiness, and success.

RESPONSIBILITIES

- Develops and oversees the creation and implementation of the comprehensive efforts of focusing on increasing preparation, readiness, and success for all prospective and future enrolled students across Alabama by ensuring programs and services are strategically designed and implemented.
- Provides strategic and operational leadership for the Auburn Collaborative for College Preparation and Success, ensuring alignment with Auburn University's mission and enrollment goals, through communications, assessment, fiscal resources, and recruiting, selecting, hiring, training, and developing staff within the department.
- Utilizes data to make informed decisions to ensure departmental effectiveness and efficiency through ongoing data collection and assessment efforts, guiding division-level assessment and reporting needs.
- Serves as a primary liaison for the Auburn Collaborative for College Preparation and Success to academic colleges and departments, fostering collaborative, consultative, and meaningful partnerships to work toward institutional goals.
- Administers college preparation programs, including academic support, advising, test preparation, and financial literacy initiatives that provide 9th-11th grade students with needed skills to succeed in standardized testing, critical thinking, and academic skills development.
- Oversees comprehensive strategies for students across Alabama through strategic support programs and partnerships that help identify, cultivate, and nurture the relationship with potential students and Auburn University. Leads and implements strategies that enhance the quality, scalability, and sustainability of enrollment pathways.
- Work collaboratively to monitor, provide insight, and administer strategy into key areas of enrollment priority toward persistence and graduation goals.
- Establishes, maintains, and fosters strong, collaborative partnerships with school leaders, teachers, counselors, and community organizations to create seamless pathways to higher education and support the academic and social development of prospective students.
- Collaborates with university stakeholders to develop and oversee strategic investments in need-based financial support and innovative funding programs to enhance affordability for talented and deserving 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

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	Higher Education Administration, Business, Educational Administration, Communications or related field.	and	8 years of	Experience in student recruiting, and/or program/function management reflecting progressively increasing levels of responsibility and accountability. Must have at least 2 years experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of state and federal laws and policies as related to residency requirement and records retention to include Family Educational Rights and Privacy Act (FERPA).	
Knowledge of regulatory standards for enrollment.	
Knowledge in developing and implementing procedures and policies that meet state and federal enrollment standards and regulations. Financial and budget principles	

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			

Vision Requirements:

Ability to see information in print and/or electronically.