AUBURN
Human Resources

Dir, Engineering Academic Support & Programming

Job Description

JOB INFORMATION

Job Code	AA76
Job Description Title	Dir, Engineering Academic Support & Programming
Pay Grade	SR11
Range Minimum	$60,320
33rd %	$74,390
Range Midpoint	$81,430
67th %	$88,470
Range Maximum	$102,540
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/25/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

The Director of Academic Support and Programming, leads efforts in the College of Engineering to provide comprehensive academic support services and academic enhancement programming for engineering students.

RESPONSIBILITIES

- Recommends and implements programs and policies for academic support services and programs within a college or school.
- Directs, plans, conducts, and assesses the effectiveness of academic support programs and services within a college or school to include submission of annual reports to the Assistant Dean.
- Collaborates with students, faculty, department heads, deans, advisors, and campus partners to provide comprehensive academic support programs and services for students within a college or school.
- Leads a team of academic support staff to include direct supervision, training, strategic planning, and program evaluation.
- Creates and implements communication plans to encourage student participation in academic support programming, including the management of the website, flyers, and other marketing materials.
- Leads efforts to increase retention, persistence, and academic success of students through the management of an academic referral system, academic coaching, peer tutoring, and other academic support programming.
- Develops, implements, and monitors various projects and activities to provide proactive academic interventions for students within a college or school. Provides direct academic coaching in order to increase student success.
- Serves as the lead instructor and organizer of success strategies courses or first-year seminar courses taught within the college or in partnership with other academic units.

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	
Bachelor's Degree	No Specific Discipline.	and	5 years of	Experience in college level academic advising and various forms of academic support or student success programming.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of management skills of individuals and group settings.	
Knowledge of best practices and concepts regarding learning strategies and higher education institutions.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.