AUBURN
Human Resources

Dir, Student Academic Initiatives

Job Description

JOB INFORMATION

Job Code	AA88
Job Description Title	Dir, Student Academic Initiatives
Pay Grade	SR11
Range Minimum	$60,320
33rd %	$74,390
Range Midpoint	$81,430
67th %	$88,470
Range Maximum	$102,540
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

The Director of Student Academic Initiatives directs, coordinates, and/or oversees student programs/initiatives and services related to academic affairs.

RESPONSIBILITIES

- Assists students with academic advising related issues such as (but not limited to) course selection, registration, graduation application, transient work, and university and college policies and procedures.
- Directs, trains, selects, approves payroll and administers/oversees student academic programs/initiatives including (but not limited to) the Peer Advisor Program and the Student Ambassador Program.
- Develops, delivers, markets, and assesses the College to Career Program and other student career development initiatives and partnerships (i.e., Career Center liaison program).
- Assists with development and/or implementation of student orientation programs and student retention initiatives.
- Prepares student academic support reports and general advising reports for units within the College and uses data to provide assistance for the development of college student services policy and procedure.
- Manages the collection and appropriate distribution/reporting of student feedback/assessment data for programs within academic affairs including (but not limited to) senior surveys, advising surveys, career development program assessment, etc.

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	May supervise employees but supervision is not the main focus of the job.

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	Degree in Human Sciences, Education, Business, Psychology, Counseling, or related field.	and	5 years of	Experience in academic advising and student related programs in a college/university setting; experience in development and delivery of training sessions. Must have at least 1 year mentoring, leading, or supervising others.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of academic advising principles and practices.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration		X			

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