AUBURN
Human Resources

Dir, University Advising

Job Description

JOB INFORMATION

Job Code	AA90
Job Description Title	Dir, University Advising
Pay Grade	SR14
Range Minimum	$88,460
33rd %	$112,050
Range Midpoint	$123,840
67th %	$135,640
Range Maximum	$159,230
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 University Advising supports the university's strategic goals for student achievement and success by facilitating, promoting, and supporting effective academic advising across all academic units. With an emphasis on effective communication and strong partnerships, the director facilitates a consistent, collaborative approach to academic advising and related student services across all academic units. The director elevates the practices of distributed advising services, promotes continuous improvement and professional development across advising staff, and introduces new practices, approaches, and/or emphases to the university's advising efforts.

RESPONSIBILITIES

- Organizes and leads a campus-wide committee of Directors of Student Services that collaborates on academic advising and related student service functions, including developing, implementing, monitoring, and advocating for strategic and operational goals for the advising function.
- Builds and maintains productive coalitions and relationships among administrators, staff, and partnering units to recommend and implement programmatic policies and procedures for academic advising and related student services. Develops and promotes data-driven, campus-wide approaches and solutions that improve the quality of academic advising for students.
- Ensures that services provided to the campus community, including but not limited to advising technologies such as Advise Assist, meet the needs of students, advisors, and other campus stakeholders.
- Serves as the primary liaison between the Provost Office and distributed advising and related student services. Supports efforts to develop solutions for challenges arising within the advising functions across the university.
- Coordinates performance evaluation and promotion processes for academic advisors. Trains and provides support to advisors, advising supervisor, and HR liaisons. Updates manual and training materials annually as needed
- Creates, organizes, and delivers professional development opportunities for academic advisors and other campus partners involved in Caucus. Organizes professional learning communities as well as orientations for new advisors and directors.
- Manages the annual advising awards process.
- Oversees provision of student services for student populations that fall under the Provost Office (e.g., dual enrollment 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	Education in Education, Psychology, Counseling, Business, or related field.	and	7 years of	Experience in various student related programs and services such as recruiting, advising, and/or counseling. Experience must include at least 2 years of supervising professional staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of advising practices and theories and student development theories.	
Knowledge of assessment practice and reporting.	
Basic computer skills, presentation skills, and communication skills.	
Ability to collaborate and communicate across various units within the university including faculty, staff, and students.	
Ability and knowledge to evaluate program data and make timely decisions to benefit student achievement and career success.	

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.