AUBURN
Human Resources

Asst Dir, Academic Affairs

Job Description

JOB INFORMATION

Job Code	AA95
Job Description Title	Asst Dir, Academic Affairs
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

Reporting to the Director of Honors College, the Assistant Director of Academic Affairs directs and oversees the academic advising and curriculum management functions for Auburn University Honors College. Serves as the primary liaison with the Honors College's faculty.

RESPONSIBILITIES

- Directs and oversees the daily operations of the academic advisors within the Honors College and supervises the unit's Academic Advisory team.
- Coordinates all curricular matters in coordination with the Director, including recruiting new honors faculty, supporting the development of new honors courses, presenting to departments and colleges on honors teaching options, coordinating with departments on semester honors offerings, liaising with unit faculty and instructors, overseeing course approvals and offerings, supervising course building, managing honors contracts, and facilitating unit accreditation review processes. Coordinates with the Business Coordinator on course payments and HONR instructor hires. Oversees the curriculum changes for the four Honors College graduation distinctions, University Honors Scholar, University Honors Research Scholar, Honors Scholar, and Honors Research Scholar.
- Develops and implements operational guidelines and policies for the advisory team in coordination with the Director of the Honors College and in accordance with Auburn University Policies.
- Collects and interprets data relating to student advising and developmental needs within the unit and, in consultation with the Director of Honors College, devises creative strategies to meet those needs.
- Advises a caseload of undergraduate Honors College students regarding academic requirements, course selection and registration, and other issues related to academic and student success.
- Plans and coordinates all advising-related activities, events, and workshops for the Honors College, and participates in relevant recruiting and admissions-related and university-level events.
- Assists and works collaboratively with other campus academic/student services professionals to provide services to the students within the Honors College.
- Maintains a detailed calendar of all deadlines related to university and unit admissions, advising, and graduation, as well as related files, databases, and electronic records of materials.
- Teaches relevant Honors College participation courses.

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	No specific bachelor's degree. Master's degree in Counseling, Psychology, Adult Education, Higher Education, or relevant field.	and	6 years of	Experience in advising and student services to include some experience administering and/or coordinating academic advising services. Three years experience in academic advising at the college level.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of academic advising principles and practices.	
Ability to work under pressure and with deadlines.	
Ability to interact with students in a confidential environment.	
Excellent interpersonal skills.	
Ability to effectively manage large student caseloads.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.