AUBURN
Human Resources

Asst Dir, Exploratory Advising

Job Description

JOB INFORMATION

Job Code	AB37
Job Description Title	Asst Dir, Exploratory Advising
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:	Career Strategies

JOB SUMMARY

Reporting to the Director of the Exploration Center in Career Discovery and Success, the Assistant Director, Exploratory Advising oversees the successful implementation of all related functions and components of academic advising training and supervision, as well as implementing strategic initiatives under the supervision of and in collaboration with the Director of the Exploration Center. Maintains daily operations related to academic advising and major exploration, and supports operations related to instruction in partnership with the Assistant Director, Career Counseling. This position teaches and is the instructor of record for one or two in-person, online, and/or hybrid sections of EXPL 1010 and/or 1020, or other Career Discovery and Success supported classes, as needed, and supervises graduate student assistant academic advisers and course co-instructors.

RESPONSIBILITIES

- Manages daily operations related to Major Exploration and Academic Advising practice within The Exploration Center, a functional and interdependent unit within Career Discovery and Success.
- Provides supervision and training for exploratory academic advisors, who may provide supervision to graduate assistants and student workers. Works with the Assistant Director of Career Exploration Counseling to cross-train exploratory career counselors and academic advisors.
- Collaborates with the Assistant Director of Career Exploration Counseling and the Director of Exploration Center by assisting in establishing and implementing policies and procedures related to individual and group major exploration and academic advising.
- Supports the development of new major exploration and academic advising programs and services related to strategic initiatives.
- Oversees the planning and coordination of referral and advising processes for at-risk students across Auburn's colleges.
- Advises a mixed caseload of exploratory majors and students who have been referred to the Exploration Center, teaches at minimum one section of EXPL 1010 as lead instructor/instructor of record each year, and supports the development, delivery, and assessment of course curriculum, and supervision of co-instructors each semester.
- Assists in collecting and reporting activity, satisfaction, and outcomes data in collaboration with the Director on a semester and annual basis. Works with the Director of the Exploration Center and Assistant Director of Career Exploration Counseling to support the development of an evaluation plan and possible research agenda related to major and career exploration, academic advising, and related programs and services to provide accountability, continual improvement, and demonstration of best practices.
- Serves as a liaison to academic advising units in the colleges, student support offices, and other constituencies to enhance collaborations that support student success.

RESPONSIBILITIES

- Plans and conducts orientation sessions for new exploratory majors, in collaboration with the Director of The Exploration Center, and occasionally delivers education programs to community groups and agencies.

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	Degree in Education, Psychology, Counseling, Business, Liberal Arts, or related field. PhD preferred.	and	5 years of	Experience in advising and student services to include some experience administering and/or coordinating academic advising services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of academic advising principles and student development theory	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 and distinguish colors.