AUBURN
Human Resources

Exec Dir, Academic Partnership

Job Description

JOB INFORMATION

Job Code	AD11
Job Description Title	Exec Dir, Academic Partnership
Pay Grade	SR13
Range Minimum	$76,920
33rd %	$97,430
Range Midpoint	$107,690
67th %	$117,950
Range Maximum	$138,460
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/27/2024

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Engagement

JOB SUMMARY

Reporting to the Senior Vice President, Student Affairs, oversees a variety of programs and initiatives to promote the academic, social, and personal success of students at Auburn University.

RESPONSIBILITIES

- Directs all aspects of the freshman orientation program, Camp War Eagle, to provide an experience to promote the academic, social, and personal success of incoming freshman students. Oversees all strategic and operational duties associated with the program including but not limited to, budget, supervision of staff, Camp War Eagle programming including selection, training, and supervision of all student leaders. Serves as a point of contact for all internal and external constituent groups including new students and their families, campus departments, colleges/schools, Enrollment Services, and community partners.
- Directs all aspects of the SOS (Successfully Orienting Students) transfer orientation programs to provide an experience to promote the academic, social, and personal success of transfer students. Oversees all strategic and operational duties associated with the program including but not limited to budget, supervision of staff, SOS programming including selection, training, and supervision of all student leaders. Serves as a point of contact of all internal and external constituent groups including new students and their families, campus departments, colleges/schools, Enrollment Services, and community partners.
- Oversees the First Year Seminar academic course and Learning Communities ensuring new students acclimate to multiple aspects of university life. Oversees curriculum, learning outcomes and assessment of classes. Responsible for the supervision of staff and instructors. Responsible for textbook selection, contract and royalty negotiation, textbook customization, and LMS integration.
- Represents the First Year Experience program in various roles across campus including Enrollment Management Council, Academic Affairs Committee and Banner Student Information Committees. Stays up to date on academic trends, policies, and procedures, including enrollment data.
- Oversees the Office of Academic Support to include Study Partners peer tutoring program, Supplemental Instruction partnerships, academic coaching program, Study Smart Program, and Plainsmen's Prep partnership.
- Oversees the Director of University Advising, which is responsible for centrally administered onboarding for new academic advisors, as well as ongoing training and professional development for advisors across campus. Responsible for the oversight of centrally administered retention and persistence efforts.
- Serves in a leadership position within the Division of Student Affairs which includes attending regular meetings with the directors from the division and serves as a member of the executive leadership team.

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 Higher Education Administration, Education, Psychology, Counseling, Communications or related field.	and	8 years of	Experience in the administration of student programming of first year experience or freshman/transfer student programming. At least 2 years' experience managing full-time and student employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education institutions, student programming, freshman and transfer orientation programs, and academic programs; excellent written and oral communication skills;	
strong interpersonal skills with the ability to partner and collaborate with a wide-variety of departments, staff, and faculty.	

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			
Vibration		X			

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