AUBURN
Human Resources

Dir, Tiger ID

Job Description

JOB INFORMATION

Job Code	AE17
Job Description Title	Dir, Tiger ID
Pay Grade	AS15
Range Minimum	$79,410
33rd %	$100,580
Range Midpoint	$111,170
67th %	$121,760
Range Maximum	$142,940
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/14/2025 5:28:32 PM

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

Provides overall vision, leadership, and management of the Tiger ID office at Auburn University that handles the issuance and management of clerical identification for students, faculty, staff, temporary employees, and AU affiliates. The unit also manages badge requests from departments, Tiger Club merchant accounts, and campus vending machine issues related to refunds, and is the system administrator for various systems related to Tiger ID and mobile ID operations.

RESPONSIBILITIES

- Directs and leads the daily operations of the Tiger ID office for students, faculty, staff, TES, and AU affiliates. Supervises and provides effective leadership to full-time professional staff, support staff, and student staff.
- Provides end-user support through consultation and advising, problem identification and resolution, and training.
- Plans, develops, and administers the budget for Tiger ID office.
- Directs technology ensuring priorities, planning, and implementation aligns with Information Technology's policies and procedures.
- Directs and manages all marketing and communications for the Tiger ID office.
- Provides or coordinates on-call support for designated systems and services.
- Serves on student affairs and university committees and communicates with various staff across campus.
- Oversees all assessment for the office, including the interpretation, and presentation of data.

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	Supervises others with full supervisory responsibility.

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	with no specific discipline.	and	5 years of	Experience in management, information technology, project planning, and/or developing support strategies.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event planning and implementation.	
Knowledge of student development theory and budgeting 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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

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