AUBURN
Human Resources

Coord, Acad Partnerships &Init

Job Description

JOB INFORMATION

Job Code	AE25
Job Description Title	Coord, Acad Partnerships &Init
Pay Grade	SR09
Range Minimum	$49,490
33rd %	$59,390
Range Midpoint	$64,340
67th %	$69,290
Range Maximum	$79,190
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/30/2017

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Engagement

JOB SUMMARY

Responsible for building a network of Student Affairs partnerships with community partners, academic degree programs, and instructional initiatives, fostering seamless learning opportunities for students.

RESPONSIBILITIES

- Provides consultation and support for all units within Student Affairs to assist in the creation of new and improvement of existing academic partnerships.
- Advances Auburn University Student Affairs as a principal laboratory for research and experiential learning opportunities by identifying and pursing partnerships with faculty interested in doing research within Student Affairs.
- Facilitates the partnership between the Division of Student Affairs and the Office of Undergraduate Research to increase student research opportunities in the division and across campus.
- Establishes Student Affairs Research Collective aimed to support Student Affairs employees who seek research, prepare, and submit manuscripts for publication.
- Coordinates the placement for Graduate Assistant Programs for the Division of Student Affairs.
- Serves as a resource for the cultivation and submission for grants and other external funding to benefit the division.
- Serves as a member of the Bias Education Response Team for the Division of Student Affairs.
- Supports Auburn University Student Affairs on university-wide initiatives by serving on or chairing various committees.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 Liberal Arts, Higher Education, Counseling, or relevant.	and	5 years of	Experience in a higher education setting either through administrative practice, and/or as teaching and/or research faculty.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge regarding higher education institutions, faculty governance, research and teaching methodology.	And
Demonstrated knowledge and ability to cultivate, create, and sustain partnerships and build relationships with faculty and academic personnel.	And
Strong organizational, communication, and interpersonal management skills.	

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.