AUBURN
Human Resources

Asst VP, Student Affairs

Job Description

JOB INFORMATION

Job Code	AE29
Job Description Title	Asst VP, Student Affairs
Pay Grade	SR16
Range Minimum	$117,870
33rd %	$153,230
Range Midpoint	$170,910
67th %	$188,590
Range Maximum	$223,950
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/1/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Reporting to the Senior Vice President for Student Affairs, this position is responsible for managing and directing special projects, communications, initiatives, and special events for the Office of the Senior Vice President for Student Affairs (SVPSA), as well as providing strategic leadership and direction to multiple Student Affairs departments including Communications and Marketing, Parent and Family Programs, and the Melton Student Center for a combined budget of approximately $13 million

RESPONSIBILITIES

- Oversees the Office of the Senior Vide President for Student Affairs. Coordinates and advises key initiatives and programs including, but not limited to, the Aubie Program, War Eagle Girls and Plainsmen, Student Affairs Diversity Plan, and the Interfaith Council. Oversees special projects, as assigned, and events including SVPSA's First 56 activities. Ensures all activities are aligned with the vision set by the Senior Vice President.
- Directs the Communication and Marketing units of Student Affairs, responsible for internal and external communications and publication materials for the Office of the Senior Vice President for Student Affairs to ensure printed and electronic materials represent a consistent brand and image. Materials may include, but are not limited to, publications, newsletters, quarterly and annual reports, websites, and social media. Manages the messaging sent to all stakeholders including donors, students, parents, and campus partners. Oversees messaging sent to all stakeholders including donors, students, parents, and campus partners.
- Oversees and manages the Office of Parent and Family Programs to engage, support, and inform Auburn University parents and family members through the creation of strong parent and family connections that will assist Student Affairs in its mission to cultivate a supportive campus environment. Provides guidance in effectively managing crisis situations and responding to complaints and concerns. Communicates with, partners, supports, and serves as the central point of contact for the Auburn University Parent Association. Oversees the Auburn Family Portal.
- Provides operational leadership and long term facilities planning for the Melton Student Center which is a large, multi-purpose facility (184,000 sq. ft.) that supports student life as well as the general public, providing space for dining, meeting, entertainment, studying, and events. Included within this operation is the reservation function which includes over twenty independent sites across campus. Manages the office and reservations of over twenty sites across campus.
- Serves as designee for the SVPSA when they are unable to attend meetings and events.
- Serves as the point of contact with Auburn Athletics for Student Affairs (student game day experience at athletic events).
- Serves and leads multiple division-wide and campus-wide committees and work groups.

RESPONSIBILITIES

- Manages and oversees the Aubie Mascot Program and the respective, student, professional, and volunteer staff. Manages Aubie's brand, image, and use by the campus community and general public. Assists Aubie with all logistics, approvals, and communication for appearance requests.

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	
Master's Degree	Degree in Higher Education, Management, Business Administration, or a field related to Student Affairs is required.	and	8 years of	Experience in higher education administration and strategic planning for student programming and/or student life.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education policies and procedures, Family Education Rights and Privacy Act (FERPA) guidelines, student development practices, strategic planning, and program evaluation.	

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.