AUBURN
Human Resources

# Dir, Student Involvement

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AE43 |
| Job Description Title | Dir, Student Involvement |
| Pay Grade | SR12 |
| Range Minimum | $66,890 |
| 33rd % | $84,730 |
| Range Midpoint | $93,640 |
| 67th % | $102,560 |
| Range Maximum | $120,400 |
| 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 | 3/4/2021 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Student Resources |
| Job Function: | Student Engagement |

## JOB SUMMARY

Reporting to the Assoc. VP, Student Affairs, the Director of Student Involvement is responsible for the creation, implementation, and assessment of the leadership, service, programming, and governance of student activities on campus at Auburn University. This position is responsible for the daily oversight of multiple full-time staff members, graduate assistants, and student workers, as well as providing leadership and oversight for the 1,500 selected student leaders and the 25,000 students in student organizations.

## RESPONSIBILITIES

- Directs and leads the management of the facilities and daily operations of the Office of Student Involvement which includes student governance, service programs, student organizations, leadership programs, student media, and student programming.
- Supervises and provides effective leadership to full-time professional staff, support staff, and student leaders in the Office of Student Involvement. Conducts meetings with both staff and direct reports, as well as initiates policy/procedure reviews and updates.
- Plans, develops, and administers the budgets for Student Involvement and the Student Activity Project Budgets totaling over $2 million annually. Approves, directs, and monitors budgets for multiple areas within Student Involvement. Oversees the Student Activity Project Budget and Finance Process.
- Oversees all assessment for the office, including the collection, interpretation, and presentation of data. Presents monthly reports for both the Office of Assessment and respective Assoc. VP. Ensure that After Action Reports are completed after SAP events. Responsible for completing the CAS Self-Assessment and Benchmarking program for all advising areas.
- Directs and manages all marketing and communications for Student Involvement, ensuring publication, as well as consistency of all print and electronic media for the office including website, AU Involve, Facebook, Twitter, and other forms of social media. Collaborates with Student Affairs Communication and Marketing team to set ensure brand standards.
- Coordinates large-scale, university-wide student events (frequently with thousands of students attending and hundreds of staff working).
- Serves on multiple student committees and communicates with various staff across campus, as well as the community, promoting Student Involvement initiatives.

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

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|---|---|
| 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 Education, Education Administration, Counseling or related field | and | 5 years of | Experience in higher education administration reflecting progressively increasing levels of responsibility and accountability related to student development services to include budget management, policy oversight, and supervision of staff. Must have at least 2 years of experience supervising full-time employees. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of event planning and implementation. | |
| Knowledge of student development theory, budget practices, and Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| 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 | |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| 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.