AUBURN
Human Resources

Asst Dir, FYE - Orientation

Job Description

JOB INFORMATION

Job Code	AE69
Job Description Title	Asst Dir, FYE - Orientation
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
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	11/21/2019

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Engagement

JOB SUMMARY

Plans, directs, and implements comprehensive orientation programs for first year students and parents, including oversight of FYE office operations.

RESPONSIBILITIES

- Directs and oversees the planning, development, and execution of orientation programs and activities for first year students and their families.
- Executes a variety of special events, activities, and projects centered around first year students.
- Partners with entities on campus and in the community to provide services at orientations.
- Coordinates and oversees the creation of orientation materials including, but not limited to, handbooks, brochures, websites, and other digital platforms.
- Develops and implements policies and procedures related to the overall operation of orientation programs, including oversight of First Year Experience Office personnel and operations.
- Directs and oversees comprehensive assessment plans for all orientation programs.
- May teach FYS courses.

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, Educational Leadership, or related field	and	5 years of	Experience in programming, administration, or event management at an educational institution	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of first year student transitional issues and event planning	

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.