AUBURN
Human Resources

Asst Dir, Auburn Cares

Job Description

JOB INFORMATION

Job Code	AE77
Job Description Title	Asst Dir, Auburn Cares
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:	11/1/2024 4:10:53 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Reporting to the Director of Auburn Cares, the Assistant Director of Auburn Cares provides case management services to Auburn students, oversees the Campus Food Pantry, Student Affairs scholarship award process, and all outreach initiatives for the Auburn Cares office (Auburn Cares, Safe Harbor, Medical Withdrawals, and Campus Food Pantry). Oversees the professional staff, graduate assistants and student workers associated with the Campus Food Pantry. Serves as the Auburn Cares Maxient administrator.

RESPONSIBILITIES

- Manages referred student cases sent from constituents. Provides students with appropriate university and community resources. Provides outreach and support to students and parents/guardians to address critical incidents, emergencies, and deaths. Uses Maxient to document, track, and manage student referrals and outreach.
- Oversees and manages the Campus Food Pantry, including budgeting, marketing, funding, and coordinating food drives. Supervises the Campus Food Pantry graduate assistant and student workers. Ensures gift account is used in accordance with guidelines.
- Oversees, manages, and conducts outreach presentation initiatives for the Auburn Cares office, including Auburn Cares, Safe Harbor, Campus Food Pantry, and the Medical Withdrawal process.
- Oversees and manages the Student Affairs Scholarship award process. Identifies and selects scholarship review committee members for Student Affairs scholarships. Ensures all scholarships are awarded based on guidelines and to those with the greatest need.
- Serves as the Auburn Cares office administrator for Maxient database. Serves on the Maxient user team to make decisions about database usage across campus. Implements all Maxient changes for the office. Provides education, training, and ensures change implementation by Auburn Cares staff.
- Assists with the identification, evaluation, and distribution of student emergency funds and need-based grants overseen by the Auburn Cares office.
- Responsible for all monthly, semester, and annual assessments and data reporting for the Campus Food Pantry to evaluate the effectiveness of services. Plan, develop and coordinator assessments to evaluate the effectiveness of services.

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	
Bachelor's Degree	Degree in Higher Education, Counseling, Social Work, or related field.	and	5 years of	Experience in mental health, social work, counseling, higher education or related field. Must have 1 year of experience supervising, mentoring, or leading employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Understanding of trauma-informed care as it relates to working with survivors of sexual assault and interpersonal violence.	
Understanding of student learning and development concepts and theory.	
Knowledge of higher education policies and procedures, understanding of crisis management and intervention techniques in higher education, Knowledge of operating Maxient software.	
Knowledge of threat assessment models and intervention techniques in higher education.	
Working knowledge of government regulations pertaining to college students, including FERPA, the Clery Act, HIPAA, Title IX, Section 504 of the Americans with Disabilities Act.	

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	

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.