AUBURN
Human Resources

# Assoc VP, Campus Living

**Job Description**

## JOB INFORMATION

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|---|---|
| Job Code | AE81 |
| Job Description Title | Assoc VP, Campus Living |
| Pay Grade | SR17 |
| Range Minimum | $136,720 |
| 33rd % | $182,300 |
| Range Midpoint | $205,090 |
| 67th % | $227,870 |
| Range Maximum | $273,450 |
| 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 | 2/21/2018 |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

The Assoc VP, Campus Life provides vision, leadership, and strategic direction for the departments of University Housing, Dining Services, as well as Campus Life Facilities Management and Auburn Cares. This position focuses on providing quality student services and programs that support the objectives of the Division of Student Affairs. The Assoc VP, Campus Life instills a sense of community that is welcoming and inclusive while cultivating a common purpose, communication, and teamwork between and among the various units and staff.

## RESPONSIBILITIES

- Provides comprehensive oversight of all aspects of University Housing, Dining Services, and Campus Life Facilities Management to include staff supervision, community development, budget management, policy formulation, contract oversight and compliance, discipline management, crisis management, integration of student development theory, building partnerships/collaborations throughout the University community, public relations, and strategic planning for Campus Living. Directs and manages the Auburn Cares office, which is responsible for referring students who are in crisis through different processes and committees depending on the event.
- Initiates and promotes student learning outcomes and community development for students living on campus. Collaborates with Student Affairs departments and faculty members to partner with and promote a student centered Living-Learning environment. Responsibilities include residential program implementation, student learning outcomes, on-call coverage, and critical incident response.
- Maintains a secure and satisfying physical environment by ensuring facility and maintenance/repair issues are responded to and addressed appropriately. Serves as the initial contact to students and parents for concerns and issues related to Campus Living.
- Oversees major residence hall and dining venues renovations, building projects, and ongoing initiatives. Develops partnerships that support Campus Living and Dining facilities projects with staff in the office of Campus Operations.
- Serves as spokesperson for Campus Living & Dining Services. Oversees the development of technology to support residence halls and dining services. Oversees departmental participation in campus outreach efforts.
- Fosters working relationships with internal and external partnerships.

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 | from an accredited institution in Higher Education, Management, Business Administration, or a field related to Student Affairs. A Doctorate is preferred. | and | 10 years of | experience of progressive administrative responsibility in one or more of the areas assigned to include a minimum of 5 years at the Director's level. Experience in maximizing fiscal and human resources, effective problem solving, innovative program development, and a record of accomplishment as a student advocate and a champion of student success. At least 5 years' experience directing multiple areas within a university setting, including auxiliary units, such as housing/residence life or dining services. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of higher education policies & procedures, Family Education Rights and Privacy Act (FERPA) guidelines, student development practices, contract compliance, strategic planning, and program evaluation. | |
| Must have knowledge of state and federal contract guidelines, safety codes, and ADA requirements as it relates to housing. | |

## 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 | | | |

## PHYSICAL DEMANDS

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