AUBURN
Human Resources

Assoc Director of Student Affairs, Honors

Job Description

JOB INFORMATION

Job Code	AE83
Job Description Title	Assoc Director of Student Affairs, Honors
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:	7/1/2025 3:48:46 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

Reporting to the Director of the Honors College, the Associate Director of Student Affairs, Honors oversees all aspects of student admissions and recruitment, scholarships, study and travel courses, student professional development and career exploration, ceremonies, and student co-curricular programming for Auburn University Honors College. Serves as the primary liaison with the international advisory council, financial aid office, the common book program, and all other offices pertaining to student co-curricular activities in the college.

RESPONSIBILITIES

- Directs and oversees the daily operations of the Student Affairs division: develops operating goals and objectives; recommends, implements, and coordinates methods and procedures to enhance operations.
- Oversees and plans professional development and career programming for the Honors College students.
- Plans, implements, and coordinates an undergraduate recruiting strategy, with the assistance of the Student Recruiting Administrator, and in coordination with the Director.
- Coordinates the scholarship committee to select students for Honors scholarships. Distributes Honors scholarships via AUSOM. Maintains regular communication with the Office of Financial Aid and Scholarships. Coordinates the selection and activities for the Honors Research Fellows.
- Oversees all aspects of the Honors College Study and Travel program. Recruits faculty and staff trip/course leads and co-lead. Collaborates with Auburn Abroad about deadlines, student applications, and vendor contracts. Collaborates with Honors Marketing and Communications for student recruitment and education about the Study and Travel process. Selects vendors and coordinates purchases as needed for each trip.
- Coordinates all Honors College co-curricular programming aspects with assistance from the Coordinator of Student Programming and in coordination with the Director. Sets a vision for programming initiatives and develops a detailed calendar of how the vision will be accomplished each academic year.
- Collects and interprets data related to Honors Student involvement and engagement. Uses this data to inform future decisions around co-curricular programming.
- Represents the unit on campus committees or at events related to areas of responsibility, and participates in unit-level committee work, as assigned by Director.
- Serves on the leadership team for the Honors College. Collaborates with the team on decisions that affect the whole college.

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	No specific discipline.	and	6 years of	Experience in student affairs programming at the college level.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Excellent communication skills: oral, written, and presentation.	
Knowledge of principles, practices, and ethics of student affairs programming.	
Demonstrated ability to work under pressure and with deadlines.	
Maturity and ability to interact with students in a confidential environment.	
Appreciation for various perspectives, identities, backgrounds, ages and educational goals of current undergraduate students.	
Comfort speaking to large groups.	
Excellent interpersonal skills.	
Ability to effectively manage variety of student affairs-related programming across wide range of unit and student needs.	

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.