AUBURN
Human Resources

Asst to SVP, Student Affairs

Job Description

JOB INFORMATION

Job Code	BB88
Job Description Title	Asst to SVP, Student Affairs
Pay Grade	SR13
Range Minimum	$76,920
33rd %	$97,430
Range Midpoint	$107,690
67th %	$117,950
Range Maximum	$138,460
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	3/3/2021

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Reporting to the Senior Vice President for Student Affairs, this position is responsible for managing and directing special projects, communications, initiatives, and special events for the Office of the Senior Vice President for Student Affairs (SVPSA), as well as providing strategic leadership and direction to multiple Student Affairs departments including Communications and Marketing, Parent and Family Programs, and the Melton Student Center for a combined budget of approximately $1.7 million.

RESPONSIBILITIES

- Administers and coordinates the successful execution of key initiatives and programs for the Office of the Senior Vice President for Student Affairs including, but not limited to, the Aubie Program, War Eagle Girls and Plainsmen, Student Affairs Diversity Plan, and the Interfaith Council. Responsible for special projects, as assigned, and events including Welcome Week activities. Ensures all activities are aligned with the vision set by the Senior Vice President.
- Directs the Communication and Marketing units of Student Affairs, responsible for internal and external communications and publication materials for the Office of the Senior Vice President for Student Affairs to ensure printed and electronic materials represent a consistent brand and image. Materials may include, but are not limited to, publications, newsletters, quarterly and annual reports, websites, and social media. Manages the messaging sent to all stakeholders including donors, students, parents, and campus partners. Coordinates and assists in the development of board-related communications and presentations for the AU Board of Trustees, Alumni Board, Foundation Board, and Parent & Family Board.
- Provides operational leadership and direction for the Office of Parent and Family Programs to engage, support, and inform Auburn University parents and family members through the creation of strong parent and family connections that will assist Student Affairs in its mission to cultivate a supportive campus environment. Provides guidance in effectively managing crisis situations and responding to complaints and concerns. Communicates with, partners, supports, and serves as the central point of contact for the Auburn University Parent Association.
- Provides operational leadership and long term facilities planning for the Melton Student Center which is a large, multi-purpose facility (184,000 sq. ft.) that supports student life as well as the general public, providing space for dining, meeting, entertainment, studying, and events. Included within this operation is the reservation function which includes over twenty independent sites across campus.
- Establishes cooperative relationships with other University departments, and serves as the point of contact with AU Athletics for Student Affairs operations planning and collaboration regarding shared events, meetings, or projects. Serves on and leads multiple division-wide and campus-wide committees.

RESPONSIBILITIES

- Responsible for the development, review, maintenance, and expense monitoring of departmental budgets within areas of responsibility.
- Provides supervisory leadership to multiple departments within Student Affairs and directly supervises three employees, representing a full staff of more than 25 employees, to include recruitment, selection, hiring, performance evaluation and management, recognition/appreciation, termination, training, and development.
- Responsible for the development, review, maintenance, and implementation of policies, procedures, and practices in areas of responsibility regarding business operations, facilities, and talent. Through subordinate staff, Identifies and implements continuous improvement initiatives to ensure operational effectiveness in a constantly changing environment.
- Serves as the Senior Vice President’s designee for meetings and events, as needed.

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	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	In Higher Education, Management, Business Administration, or a field related to Student Affairs is required.	and	8 years of	Progressive administrative experience with increasing levels of responsibility and accountability in a college/university setting to include budget development and expense monitoring, program management, and/or operations management. Experience within a Student Affairs organization desired. Requires 2 years of experience supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.	And
Knowledge of and skill in budget development and expense monitoring.	And
Excellent written and oral communication skills; demonstrated presentation skills.	And
Strong interpersonal and public relations skills.	And
Skills and ability to effectively supervise and lead a team of employees.	And
Ability to set and prioritize organizational goals.	And
Ability to conduct long term operational and facilities planning.	And
Ability to work a flexible schedule, which may include evening and weekend hours	

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:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.