AUBURN
Human Resources

Asst Dir, EAGLES Student Services

Job Description

JOB INFORMATION

Job Code	CA46
Job Description Title	Asst Dir, EAGLES Student Services
Pay Grade	SR11
Range Minimum	$60,320
33rd %	$74,390
Range Midpoint	$81,430
67th %	$88,470
Range Maximum	$102,540
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2021

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Reporting to the Director of EAGLES, the Assistant Director of EAGLES Student Services assists in the day-to-day operations to carry out the mission and vision of the Education to Accomplish Growth in Life Experiences for Success (EAGLES) program.

RESPONSIBILITIES

- Responsible for the design, revision, and implementation of EAGLES course curricula, Warm Hearted Individuals Nurturing Great Success (WINGS) peer mentor program, and Summer Bridge Camp program. Coordinates all courses and master schedule across all domains of the EAGLES program and coordinates staff members to teach courses each semester, while also teaching select courses each semester.
- Responsible for the WINGS peer mentor programs. Supervises daily operations, planning, design, development, and implementation of academic course support along with associated outreach initiatives, campus partnership efforts with the assistance of direct reports. Directs and supervises the recruitment, selection, training, ongoing support, and recognition of peer mentors. Ensures proper program-level file storage and security to support FERPA-maintained level of student data.
- Performs administrative duties for programs and projects of student programs and offers feedback, perspective, and ideas to support the planning and direction of assigned EAGLES initiatives, and campus partnerships on behalf of the director. Recommends adjustments and implements to promote student learning, satisfaction, and engagement across EAGLES students and WINGS. Identifies pathways to solve program and office-level dilemmas related to students.
- Assists in the development and implementation of strategic plans and operational issues for the EAGLES program.
- Develops and maintains database and/or website related to a specific activity, project or service for record keeping and program enhancements, and assists in the planning and implementation of EAGLES Program events.
- Oversees the planning, development, and execution of incoming EAGLES Preparation Modules and orientation programs activities for first year students and their families.
- Plans and implements the day-to-day activities for students and addresses students' needs as they arise, helps students problem-solve when conflict arises or emergencies occur.
- Oversees the academic supports of all students in the EAGLES program and ensures implementation of accommodations and/or modifications
- Assists in the development of marketing plans and publicity materials for distribution to target audience.
- Collaborates with faculty and staff to ensure accommodations and program modifications are in place for full inclusion of the EAGLES students.

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 Special Education, Psychology, Counseling or relevant field.	and	5 years of	Experience in teaching students with intellectual disabilities and developing programs for students with intellectual disabilities. At least 1 year of experience in progressive experience in supervising, mentoring, and/or leading.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge in special education policies, laws, and current research trends in the field of transition and inclusive higher education programs.	
Knowledge of leading staff to successful implementation of teaching and developing a transition program for students with intellectual disabilities.	
Knowledge in evidence-based instructional strategies, successful parent involvement strategies, planning community based instructional lessons (e.g., situational instruction, like laundry, grocery shopping, tiger transit, restaurant etiquette etc.), person-centered planning, record keeping, developing strategies to collaborate with and coordinate peer mentors, effective collaboration strategies, providing accommodations and supports for students with intellectual disabilities, lesson planning, developing task-analyses, and professional writing.	
Excellent written and interpersonal communication skills.	
A proven ability to facilitate system change with advanced understanding of special education and intellectual disabilities.	
Leadership skills with the ability to work collaboratively and as part of a team within the state, local, and university settings.	
Capable of managing multiple projects with quality outcomes.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Teacher and Learning in Post-Secondary Education	EClass A teaching certificate in Collaborative Teacher Special Education	Upon Hire	Required	And
	A leadership certification in administration required.	Upon Hire	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.