AUBURN
Human Resources

Dir, Academic Programs, Pathway & Transfer Center

Job Description

JOB INFORMATION

Job Code	CA57
Job Description Title	Dir, Academic Programs, Pathway & Transfer Center
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	8/17/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

The Director of Academic Programs, Pathway and Transfer Center directs the daily operations of the Pathway and Transfer Center, creating and coordinating pathways to improve access and affordability for the Alabama population in addition to other academic initiatives and partnerships.
Supports the strategic goals of the university in addition to including university partners and institutional partners across the state.

RESPONSIBILITIES

- Oversees and directs the daily operations of the Pathway and Transfer Canter which includes evaluating program needs, reviewing student and family feedback, leading team brainstorming, improving program communication, and evaluating the potential for suggested solutions to translate into workable solutions.
- Develops and implements pathway structures and programs to increase the quality, scalability, and sustainability of student learning opportunities at Auburn University and for college and high school students across the state. Generates and delivers demographic, analytical, and other information about our pathway programs, student performance, and populations.
- Assists in developing and maintaining data systems to support analysis, including streamlining student schedules and grade verification processing by working with the Office of the Registrar and Institutional Research to develop reports that can be easily obtained by the Pathway and Transfer Center to evaluate our goals and key performance indicators (KPIs). This may include presenting this information to leadership or other stakeholders.
- Collaborates with partner institutions who are part of the Pathway and Transfer Center academic initiatives and other related student success initiatives. Schedules the courses participating students take and coordinates the opportunities for the Pathway and Transfer Center programs to work with other departments on campus.
- Registers and manages student records for Auburn First and Path to the Plains.
- Develops and monitors KPIs and supports the development of unit strategic plans for current and prospective programs and courses.
- Oversees the planning and scheduling of online and in-person courses and ensures that branding and marketing strategies align with university and college standards.
- Convenes and attends meetings involving new program initiatives on and off campus as well as participating in outside partnerships to align academic programs with statewide organizations and initiatives.
- Collaborates with academic and administration departments to foster programs for student engagement by administering dual-enrollment high school courses to enhance enrollment and coordinates campus wide outreach activities and programs.

RESPONSIBILITIES

- Manages, designs, and leads Exploratory programing to allow exposure of community college students to all of Auburn's colleges and majors, self and career research, and connections with individuals across Auburn's campus.

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	No Specific Discipline	and	5 years of	Experience with cross-campus collaboration, academic program management, data collection and KPI evaluation, customer service, communication and outreach, process improvement, student tracking, or records management. Experience shows progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal, state, and higher education accreditation agencies' policies and procedures.	

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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 and distinguish colors.