AUBURN
Human Resources

Coord, EAGLES Transition

Job Description

JOB INFORMATION

Job Code	CA70
Job Description Title	Coord, EAGLES Transition
Pay Grade	SR09
Range Minimum	$49,490
33rd %	$59,390
Range Midpoint	$64,340
67th %	$69,290
Range Maximum	$79,190
Exemption Status	Exempt
Approved Date:	1/30/2026 3:58:01 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Accessibility

JOB SUMMARY

The Transition Coordinator supports students with intellectual disabilities throughout their full Auburn experience by leading pre-admission programming, guiding independent-living support in the residence halls, and facilitating post-graduation transition planning. The role co-leads the immersive Summer Academy, oversees the Independent Living Student Worker model, and contributes to program evaluation and continuous improvement for the EAGLES Program and Summer Bridge Academy. Working closely with EAGLES leadership and project partners, the coordinator ensures high-quality student support, federal compliance, and strong outcomes across all phases of the student journey.

RESPONSIBILITIES

- Leads and manages the expanded overnight Summer Academy including planning, staffing, logistics, curriculum design, and daily operations to ensure a safe and empowering student experience.
- Serves as Assistant Director of Summer Academy by supervising camp counselors, peer mentors, and student workers while fostering a strengths-based and inclusive environment.
- Oversees the Independent Living Student Worker (ILSW) model, ensuring structured support, accountability, and consistent implementation of independent living instruction.
- Maintains an on-campus presence during key support hours (3:00–6:00 p.m.) to assist students in residence halls and community settings with daily living and wellness routines.
- Leads the Supports and Opportunities to Accessing the Real World (SOAR) transition planning process for students completing the Basic or Advanced Program.
- Coordinates post-program success tracking, including employment, community living, and ongoing education outcomes to meet federal TPSID requirements.
- Supports alumni engagement strategies by maintaining communication and facilitating opportunities for continued involvement and connection.
- Collects, analyzes, and reports data related to independent living instruction, transition outcomes, and program effectiveness to inform continuous improvement.
- Ensures compliance with TPSID grant requirements through effective documentation, collaboration with the external evaluator, and contributions to federal and university reports. Build strong partnerships across campus and the community to enhance student access to inclusive experiences, safety nets, and long-term life success.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 Special Education, Clinical Rehab Counseling, or related field.	and	4 years of	experience working with students with intellectual disabilities or working with programs designed to serve students with intellectual disabilities.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to write routine reports and correspondence.	
Ability to speak effectively before groups or employees of organizations.	
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.	
Ability to deal with problems involving a few concrete variables in standardized situations.	
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Teaching Certification/License	Current Alabama teaching certificate	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing	X					
Walking		X				
Sitting				X		
Lifting		X				Up to 25 pounds
Climbing	X					
Stooping/ Kneeling/ Crouching	X					
Reaching		X				
Talking				X		
Hearing				X		
Repetitive Motions			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			