AUBURN
Human Resources

Dir, Academic Enhancement

Job Description

JOB INFORMATION

Job Code	EA43
Job Description Title	Dir, Academic Enhancement
Pay Grade	SR12
Range Minimum	$66,890
33rd %	$84,730
Range Midpoint	$93,640
67th %	$102,560
Range Maximum	$120,400
Exemption Status	Exempt
Approved Date:	9/27/2024 1:55:29 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Engagement

JOB SUMMARY

Responsible for the development and oversight of student success initiatives, including the Tiger Excellence Scholars Program (TESP), First-Generation College Student Network (T1GER Network), and other student support experiential learning opportunities.

RESPONSIBILITIES

- Responsible for the strategic planning, implementation, and evaluation of the Tiger Excellence Scholars Program (TESP), First-Generation College Student Network (T1GER Network), and other student support experiential learning opportunities.
- Provides guidance and support to campus for new and continued support of all First-Generation College Students and TESP Scholars.
- Collaborates with campus partners to develop programming for and provide support to TESP Scholars, First Generation College Student and other targeted students.
- Implements and enhances approaches to support students' success through experiential learning opportunities.
- Plans, oversees, and/or implements academic and student services-related programs, projects, or events.
- Represents the unit on campus committees or at events related to areas of responsibility and participates in unit-level committee work, as assigned by the Executive Director.
- Responsible for developing and managing annual budgets for unit, TESP, and T1GER Network.

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 Educational Administration, Student Development, Counseling, Student Affairs, or related field.	and	5 years of	Experience in developing and managing student programming, initiatives, and/or education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles and practices regarding student development theory, budgeting practices, and promotional strategies.	
Ability to assess student academic excellence programs in higher education.	
Ability to effectively work with, train, and facilitate programming with undergraduate and graduate students.	
Ability to work independently, possessing high analytical, critical thinking, and administrative writing skills.	
Strong verbal and written communication skills with experience in facilitation/presentation.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.