AUBURN
Human Resources

SVP, Student Affairs

Job Description

JOB INFORMATION

Job Code	EC08
Job Description Title	SVP, Student Affairs
Pay Grade	SRUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
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	4/23/2018

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Reporting to the President, the SVP of Student Affairs provides executive leadership, vision and accountability for the administration, development, assessment, and improvement of student services and experiences that meet and support Auburn University's mission and strategic plan. Collaborates with staff and campus partners to support student learning and success, as well as promote student civility, ethical conduct, and social responsibility. The following departments will report to this position: Academic Advising, Academic Support, Assessment & Strategic Planning, Rec & Wellness Center, Campus Dining, First-Year Experience, Greek Life, Health Promotion & Wellness Services, Medical Clinic, Office of Accessibility, Cooperative Education, Parent & Family Programs, Student Center, Student Conduct, Student Counseling Services, Student Involvement, University Housing, Veterans Resource Center, and Career Center.

RESPONSIBILITIES

- Develops long- and short-range plans for the Student Affairs Program at Auburn University, that meet the mission and strategic plan for responding to the needs and requirements of its student constituencies. Responsible for planning, developing and implementing innovative and proactive programs, services, and procedures that respond to the changing needs and requirements of the University’s student community and which enhances the University's viability for student recruitment and retention purposes.
- Supervises, directs, and evaluates the programs in student affairs. Develops strategic projections of program and staffing requirements including the budgeting of all expenditures and the development, identification, and projection of long- and short-range requirements for budget preparation purposes. Oversees the hiring and evaluation of staff.
- Develops and fosters communication with students, parents, faculty, community agencies, legislature, and the general public through participation in community organizations, student organizations and other entities that address student concerns, as well as encourages the overall growth of the University.
- Conducts periodic evaluations of programs, services, procedures and policies to ensure that the Student Affairs program is effective, innovative, proactive, anticipatory and responsive to student and community requirements. Utilizes analytical results and data to design, develop and implement innovative and effective student recruitment and retention programs, services and procedures.
- Analyzes staff and program responsibilities and reorganizes, reassigns or realigns to best meet Auburn's strategic goals, mission and priorities, in accordance with Auburn's rules, regulations and procedures.
- Reviews, investigates, and analyzes allegations of violation of the Student Conduct Code.
- Serves as the chief spokesperson for the President on matters related to student life, services, and programs with students, the community, state and federal agencies, etc.

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	Not Specified.	and	10 years of	Professional experience in a higher education student affairs department with eight of those years in a senior level in higher education student affairs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and understanding of laws, regulations and policies governing student conduct, student privacy, student health, mental health, and disability accommodation.	
Ability to work collaboratively to develop student policies and procedures, as well as conduct regular analyses and audits of effectiveness in areas requiring regulatory compliance.	

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.