AUBURN
Human Resources

Exec Dir, Administrative Effectiveness

Job Description

JOB INFORMATION

Job Code	HB08
Job Description Title	Exec Dir, Administrative Effectiveness
Pay Grade	AA16
Range Minimum	$114,230
33rd %	$148,500
Range Midpoint	$165,630
67th %	$182,760
Range Maximum	$217,030
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	1/21/2025 11:33:27 AM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Reporting to the Associate Vice President for Administrative Effectiveness, leads and oversees the mission of the Office of Administrative Effectiveness to actively support quality assessment of units, programs, and services at the University to provide evidence of continuous improvement. The Executive Director, Administrative Effectiveness is responsible for providing leadership for all assessment and effectiveness efforts administrative and co-curricular campus units.

RESPONSIBILITIES

- Provides strategic leadership for the Office of Administrative Effectiveness that supports the mission of the Associate Vice President, Administrative Effectiveness to promote and enhance the efficiency, effectiveness, and quality of administrative units at Auburn University including leading staff who coordinate the provision of all administrative assessment support, consultation, meta-assessment and other institutes, and improvement initiatives.
- Oversees the development and management of comprehensive strategies to build a shared understanding of assessment for administrative units as an educationally and institutionally purposeful activity.
- Oversees coordination of operational activities including assessment, annual reporting, and feedback processes that support broad institution outcomes.
- Advances excellence initiatives such as workshops, coaching, leadership training, and other assessment-related professional development for administrative and co-curricular units.
- Oversees the development and facilitation of comprehensive program review processes for all administrative units, communicating with internal and external stakeholders on behalf of the process.
- Assists Associate Vice President, Administrative Effectiveness by supporting strategic planning efforts for administrative units. Oversees support provided by the Director of Administrative Assessment.
- Advises University leadership on matters related to administrative effectiveness, in alignment with the University’s strategic plan and mission.
- Supervises staff including managing staff and leading recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations, onboarding, and staff development training.
- Supports efforts for special projects for University senior leadership.
- Provides guidance through service on relevant university committees (or supervises designees as a representation of the Office of Administrative Effectiveness).

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	
PhD	PhD in Educational Leadership, Higher Education, Measurement, Assessment/Evaluation, and Educational Psychology or related field.	and	6 years of	Experience leading academic co-curricular and non-academic co-curricular assessment and strategic planning, including experience in formulating outcomes, designing and coordinating assessments, interpreting assessment results, and taking or advising on appropriate action in response. Experience with co-curricular program review, institutional research, and strategic planning. Must have one year of full-time staff supervision experience.	

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		10 lbs
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.