

JOB INFORMATION

Job Code	AA73
Job Description Title	Dir, Auburn Collaborative for College Access
Pay Grade	SR12
Range Minimum	\$64,610
33rd %	\$81,840
Range Midpoint	\$90,450
67th %	\$99,060
Range Maximum	\$116,290
Exemption Status	Exempt
Approved Date:	10/18/2024 2:29:57 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

The Director for the Auburn Collaborative for College Access will provide visionary leadership and strategic direction to enhance academic preparation, access, affordability and opportunity for students across Alabama. This role is pivotal in advancing Auburn University's land-grant mission by broadening access to higher education for underserved and first-generation students through the oversight of the development of comprehensive enrollment pathways, strategic programming, and partnerships with schools and communities to support student access, readiness, and success.

RESPONSIBILITIES

- Develops and oversees the creation and implementation of the comprehensive efforts of the Auburn Collaborative for College Access, focusing on increasing access, readiness, and opportunity for all prospective and future enrolled students across Alabama by ensuring programs are designed to meet the needs of students from Alabama communities.
- Provides strategic and operational leadership for the Auburn Collaborative for College Access, ensuring alignment with Auburn University's mission and enrollment goals, through communications, assessment, fiscal resources, and recruiting, selecting, hiring, training, and developing staff within the department.
- Utilizes data to make informed decisions to ensure departmental effectiveness and efficiency through ongoing data collection and assessment efforts, guiding division-level assessment and reporting needs.
- Serves as a primary liaison for the Auburn Collaborative for College Access to academic colleges and departments, fostering collaborative, consultative, and meaningful partnerships to work toward institutional goals.
- Administers college readiness programs in service regions, including academic support, advising, test preparation, and financial literacy initiatives that provide 9th-11th grade students with needed skills to succeed in standardized testing, critical thinking, and academic skills development.
- Oversees comprehensive access programs and strategies for students in grades 9th-11th in service regions across Alabama through strategic support programs and partnerships that help identify, cultivate, and nurture the relationship with potential students and Auburn University. Leads and implements strategies that enhance the quality, scalability, and sustainability of enrollment pathways in these service areas.
- Provides monitoring and insights into key areas of enrollment priority toward social mobility goals, collaborating with Student Affairs, academic colleges, and student services departments on these efforts.
- Establishes, maintains, and fosters strong, collaborative partnerships with school leaders, teachers, counselors, and community organizations to create seamless pathways to higher education and support the academic and social development of prospective students.
- Collaborates with university stakeholders to develop and oversee strategic investments in need-based financial support and innovative funding programs to enhance affordability for talented and deserving

RESPONSIBILITIES

students, working closely with the Office of Financial Aid and Scholarships to develop and promote scholarships and other financial aid opportunities.
<ul style="list-style-type: none"> Ensures compliance with all applicable institutional, state, and federal programs and laws, including Risk Management policies and NCAA policies.

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.
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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 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	Higher Education Administration, Business, Educational Administration, Communications or related field.	and	8 years of	Experience in student recruiting, and/or program/function management reflecting progressively increasing levels of responsibility and accountability. Must have at least 2 years experience directly supervising full-time employees.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of state and federal laws and policies as related to residency requirement and records retention to include Family Educational Rights and Privacy Act (FERPA).	
Knowledge of regulatory standards for enrollment.	
Knowledge in developing and implementing procedures and policies that meet state and federal enrollment standards and regulations. Financial and budget principles	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.