
Auburn University Job Description

Job Title: **Dir, Eng Academic Support and Programming** Grade SR11 \$54,900 - \$93,300
Job Code: **AA76**
FLSA status: Exempt
Job Family: Student Resources

Job Summary

The Director of Academic Support and Programming, leads efforts in the College of Engineering to provide comprehensive academic support services and academic enhancement programming for engineering students.

Essential Functions

1. Recommends and implements programs and policies for academic support services and programs within a college or school .
2. Directs, plans, conducts, and assesses the effectiveness of academic support programs and services within a college or school to include submission of annual reports to the Assistant Dean.
3. Collaborates with students, faculty, department heads, deans, advisors, and campus partners to provide comprehensive academic support programs and services for students within a college or school.
4. Leads a team of academic support staff to include direct supervision, training, strategic planning, and program evaluation.
5. Creates and implements communication plans to encourage student participation in academic support programming, including the management of the website, flyers, and other marketing materials.
6. Leads efforts to increase retention, persistence, and academic success of students through the management of an academic referral system, academic coaching, peer tutoring, and other academic support programming.
7. Develops, implements, and monitors various projects and activities to provide proactive academic interventions for students within a college or school. Provides direct academic coaching in order to increase student success .
8. Serves as the lead instructor and organizer of success strategies courses or first-year seminar courses taught within the college or in partnership with other academic units.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	No Specific Discipline.
Experience (yrs.)	5	Experience in college level academic advising and various forms of academic support or student success programming.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of management skills of individuals and group settings.
Knowledge of best practices and concepts regarding learning strategies and higher education institutions.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/25/2023
