
Auburn University Job Description

Job Title: **Asst Dir, Academic Affairs**

Job Family: No Family

Job Code: **AA95**

Grade SR11 \$54,900 - \$93,300

FLSA status: Exempt

Job Summary

Reporting to the Director of Honors College, the Assistant Director of Academic Affairs directs and oversees the academic advising and curriculum management functions for Auburn University Honors College. Serves as the primary liaison with the Honors College's faculty.

Essential Functions

1. Directs and oversees the daily operations of the academic advisors within the Honors College and supervises the unit's Academic Advisory team.
2. Coordinates all curricular matters in coordination with the Director, including recruiting new honors faculty, supporting the development of new honors courses, presenting to departments and colleges on honors teaching options, coordinating with departments on semester honors offerings, liaising with unit faculty and instructors, overseeing course approvals and offerings, supervising course building, managing honors contracts, and facilitating unit accreditation review processes. Coordinates with the Business Coordinator on course payments and HONR instructor hires. Oversees the curriculum changes for the four Honors College graduation distinctions, University Honors Scholar, University Honors Research Scholar, Honors Scholar, and Honors Research Scholar.
3. Develops and implements operational guidelines and policies for the advisory team in coordination with the Director of the Honors College and in accordance with Auburn University Policies.
4. Collects and interprets data relating to student advising and developmental needs within the unit and, in consultation with the Director of Honors College, devises creative strategies to meet those needs.
5. Advises a caseload of undergraduate Honors College students regarding academic requirements, course selection and registration, and other issues related to academic and student success.
6. Plans and coordinates all advising-related activities, events, and workshops for the Honors College, and participates in relevant recruiting and admissions-related and university-level events.
7. Assists and works collaboratively with other campus academic/student services professionals to provide services to the students within the Honors College.
8. Maintains a detailed calendar of all deadlines related to university and unit admissions, advising, and graduation, as well as related files, databases, and electronic records of materials.
9. Teaches relevant Honors College participation courses.
10. May perform other duties as assigned.

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

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The above essential functions are representative of major duties or 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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	No specific bachelor's degree. Master's degree in Counseling, Psychology, Adult Education, Higher Education, or relevant field.
Experience (yrs.)	6	Experience in advising and student services to include some experience administering and/or coordinating academic advising services. Three years experience in academic advising at the college level.

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 academic advising principles and practices. Ability to work under pressure and with deadlines. ability to interact with students in a confidential environment. Excellent interpersonal skills. Ability to effectively manage large student caseloads.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 11/10/2022
