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## Auburn University Job Description

Job Title: **Mgr, Graduate & Online Programs**

Job Family: No Family

Job Code: **AC18**

Grade AA09 \$45,100 - \$72,200

FLSA status: Exempt

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### Job Summary

Reporting to the Director, Graduate and Online Programs, this position assists in the management and administration of the online and graduate accounting programs offered through the School of Accountancy. Directly responsible for managing student services, which includes advising potential students on the application process; communicating with current students and alumni; and maintaining student records.

### Essential Functions

1. Manages the online and MAcc application process in the School of Accountancy. Advises prospective and current students with academic related issues such as program policies and procedures, application process, and program logistics. Advises online and MAcc students with course load, study habits, course scheduling, academic action, and problem resolution. Manages communications with students; addresses concerns and problems. Ensures that all student and faculty needs are met quickly and efficiently with great attention to detail and sensitivity.
2. Manages the plan of study process for undergraduate online students. Directly responsible for ensuring online students are properly registered and their plans of study are continuously reviewed and updated. Ensures new students complete the Canvas orientation and answers questions. Conducts graduation audits for online and MAcc students.
3. Manages the departmental Salesforce activities that include data input and report extraction of student records. This includes but is not limited to, coordinating input of data, evaluating transcripts, compiling student applications, and generating reports for accreditation purposes as well as program administration requests.
4. Provides full operational management and oversight to a wide range of special events which include, but are not limited to, the MAcc Leadership Summit, annual Accounting & Auditing Summit, SOA Alumni & Friends Tailgate, Advisory Council meetings, SOA Awards banquet, and other SOA events. Manages the programming, contract and vendor management, logistics, décor, catering, communications, etc. Oversees the School of Accountancy event schedule and calendar to ensure accuracy.
5. Responsible for managing vendor relationships, to include ensuring proper processes and procedures are followed, and budgetary needs are met.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in discipline related to program.
<b>Experience (yrs.)</b>	5	Experience with university admissions, recruitment, and advisement of non-traditional online undergraduate and graduate Accounting students. Experience using contact management systems and databases. Extensive experience with event planning. Experience working with vendors, to include vetting and project coordination.

#### 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 accounting certifications and CPA Exam requirements.

Knowledge of fundamental concepts, practices, and procedures related to student services in higher education.

Ability to communicate effectively to students, faculty, and staff.

Working knowledge of purchasing guidelines and procedures within a higher education setting.

#### Certification or Licensure Requirements

None required

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### 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, .

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

There are no special vision requirements.

Date: 11/10/2022

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