Auburn University Job Description

Job Title: **Coord, Academic Support**

Grade AA07 $37,900 - $56,900

Job Code: **AD77**

FLSA status: Exempt

Job Family: Student Resources

Job Summary

The Coordinator of Academic Support is responsible for the day-to-day operations of academic support program(s). Participates in office-wide culture focused on transparency, feedback, idea generation, theory-informed practice, and national standards and best practices.

Essential Functions

1. Coordinates the planning, design, development, evaluation and ongoing execution of academic support program(s). Utilizes appropriate technology to effectively coordinate academic support program(s).
2. Plans, designs, develops, executes academic support initiatives; revisits program approaches informed in new information, benchmarking, and idea-sharing.
3. Tracks, assesses, and evaluates the success of academic support program; engages in program assessment, gathers feedback, and proposes recommendations and ideas.
4. Benchmarks and shares information about support programs; applies understandings to improve programs.
5. Meets one-on-one with undergraduate and graduate students.
6. Contributes to outreach efforts. Creates and facilitates trainings, workshops, and presentations informed by the needs students and campus partners. Incorporates literature, research, and best practices among learning centers and support programs to approaches and content.
7. Informs the creation of marketing material for specialized events and student populations.
8. Fosters positive working relationships within office and across campus.
9. Maintains consistent and comprehensive records and files for academic support programs, including tracking and data analysis in compliance with laws including state, federal, and FERPA.
10. Recruits, selects, hires, supervises, trains and provides personalized, growth-oriented supervision to graduate and undergraduate student employees.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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

	Minimum	Focus of Education/Experience
Education	Bachelor's Degree	No Specific Degree
Experience (yrs.)	0	Experience coordinating academic programs or projects or student programs or projects centered on teaching and learning, academic programming, student success programming, college administration and services, or various learning centers.

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 FERPA standards related to student data and file storage/security.
Ability to manage multiple deadlines, projects, and/or programming steps at the same time.
Ability to understand data reports and make informed decisions to benefit programming success.
Ability to manage and report qualitative and quantitative data.
Ability to work with diverse populations.
Strong interpersonal skills with the ability to strengthen partnerships with a wide variety of staff, students, and campus stakeholders.
Demonstrates excellent oral and written communication in daily interactions.
Knowledge of various physical and virtual teaching technologies including gamification tools/resources and demonstrating use of other teaching, coaching, advising modalities.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening 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, reaching, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, 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.