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## Auburn University Job Description

Job Title: **Dir, Student Academic Support**

Job Family: No Family

Job Code: **AE12**

Grade SR12 \$60,900 - \$109,600

FLSA status: Exempt

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### Job Summary

Directs the development and administration of a comprehensive program of academic support services for students.

### Essential Functions

1. Recommends and implements programmatic policies and procedures for academic support services.
2. Directs, plans, conducts, and assesses effectiveness of Academic Support programs and services.
3. Plans and administers departmental budget.
4. Develops, implements, and monitors short and long-range plans for Academic Support services and projects.
5. Collaborates with students, faculty, deans, advisors and Auburn University administrators.

### 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.*

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### Minimum Required Education and Experience

|                          | <u>Minimum</u>  | <u>Focus of Education/Experience</u>   |
|--------------------------|-----------------|--|
| <b>Education</b>         | Master's Degree | Degree in Education, Counseling, or related field                                      |
| <b>Experience (yrs.)</b> | 6               | Experience in administering and/or coordinating academic support services for students |

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Knowledge of student development theory, teaching and learning strategies, budget planning and analysis.

#### Certification or Licensure Requirements

None Required.

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### 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 walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 1/9/2012

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