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## Auburn University Job Description

Job Title: **Coord, Acad Partnerships & Init**

Job Family: No Family

Job Code: **AE25**

Grade SR09 \$45,100 - \$72,200

FLSA status: Exempt

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### Job Summary

Responsible for building a network of Student Affairs partnerships with community partners, academic degree programs, and instructional initiatives, fostering seamless learning opportunities for students.

### Essential Functions

1. Provides consultation and support for all units within Student Affairs to assist in the creation of new and improvement of existing academic partnerships.
2. Advances Auburn University Student Affairs as a principal laboratory for research and experiential learning opportunities by identifying and pursuing partnerships with faculty interested in doing research within Student Affairs.
3. Facilitates the partnership between the Division of Student Affairs and the Office of Undergraduate Research to increase student research opportunities in the division and across campus.
4. Establishes Student Affairs Research Collective aimed to support Student Affairs employees who seek research, prepare, and submit manuscripts for publication.
5. Coordinates the placement for Graduate Assistant Programs for the Division of Student Affairs.
6. Serves as a resource for the cultivation and submission for grants and other external funding to benefit the division.
7. Serves as a member of the Bias Education Response Team for the Division of Student Affairs.
8. Supports Auburn University Student Affairs on university-wide initiatives by serving on or chairing various committees.

### 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.*

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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 Liberal Arts, Higher Education, Counseling, or relevant.
<b>Experience (yrs.)</b>	5	Experience in a higher education setting either through administrative practice, and/or as teaching and/or research faculty.

#### **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 regarding higher education institutions, faculty governance, research and teaching methodology. Demonstrated knowledge and ability to cultivate, create, and sustain partnerships and build relationships with faculty and academic personnel. Strong organizational, communication, and interpersonal management skills.

#### **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 standing, walking, sitting, reaching, talking, hearing, .

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 10/30/2017

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