
Auburn University Job Description

Job Title: **Asst VP, Student Affairs**

Grade SR16: \$107,200 - \$203,700

Job Code: **AE29**

FLSA status: Exempt

Job Family: Student Resources

Job Function:

Job Summary

Reporting to the Senior Vice President for Student Affairs, this position is responsible for managing and directing special projects, communications, initiatives, and special events for the Office of the Senior Vice President for Student Affairs (SVPSA), as well as providing strategic leadership and direction to multiple Student Affairs departments including Communications and Marketing, Parent and Family Programs, and the Melton Student Center for a combined budget of approximately \$13 million

Essential Functions

1. Oversees the Office of the Senior Vice President for Student Affairs. Coordinates and advises key initiatives and programs including, but not limited to, the Aubie Program, War Eagle Girls and Plainsmen, Student Affairs Diversity Plan, and the Interfaith Council. Oversees special projects, as assigned, and events including SVPSA's First 56 activities. Ensures all activities are aligned with the vision set by the Senior Vice President.
2. Directs the Communication and Marketing units of Student Affairs, responsible for internal and external communications and publication materials for the Office of the Senior Vice President for Student Affairs to ensure printed and electronic materials represent a consistent brand and image. Materials may include, but are not limited to, publications, newsletters, quarterly and annual reports, websites, and social media. Manages the messaging sent to all stakeholders including donors, students, parents, and campus partners. Oversees messaging sent to all stakeholders including donors, students, parents, and campus partners.
3. Oversees and manages the Office of Parent and Family Programs to engage, support, and inform Auburn University parents and family members through the creation of strong parent and family connections that will assist Student Affairs in its mission to cultivate a supportive campus environment. Provides guidance in effectively managing crisis situations and responding to complaints and concerns. Communicates with, partners, supports, and serves as the central point of contact for the Auburn University Parent Association. Oversees the Auburn Family Portal.
4. Provides operational leadership and long term facilities planning for the Melton Student Center which is a large, multi-purpose facility (184,000 sq. ft.) that supports student life as well as the general public, providing space for dining, meeting, entertainment, studying, and events. Included within this operation is the reservation function which includes over twenty independent sites across campus. Manages the office and reservations of over twenty sites across campus.
5. Serves as designee for the SVPSA when they are unable to attend meetings and events.
6. Serves as the point of contact with Auburn Athletics for Student Affairs (student game day experience at athletic events).
7. Serves and leads multiple division-wide and campus-wide committees and work groups.
8. Manages and oversees the Aubie Mascot Program and the respective, student, professional, and volunteer staff. Manages Aubie's brand, image, and use by the campus community and general public. Assists Aubie with all logistics, approvals, and communication for appearance requests.
9. Performs other related duties as assigned by the Senior Vice President for Student Affairs.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 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>
Education	Master's Degree	Degree in Higher Education, Management, Business Administration, or a field related to Student Affairs is required.
Experience (yrs.)	8	Experience in higher education administration and strategic planning for student programming and/or student life.

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 higher education policies and procedures, Family Education Rights and Privacy Act (FERPA) guidelines, student development practices, strategic planning, and program evaluation.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

None Required.

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, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, .

Job occasionally requires and lifting more than 100 pounds.

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

Date: 6/1/2023
