



JOB INFORMATION

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| Job Code | AE29 |
| Job Description Title | Asst VP, Student Affairs |
| Pay Grade | SR16 |
| Range Minimum | \$113,850 |
| 33rd % | \$148,000 |
| Range Midpoint | \$165,080 |
| 67th % | \$182,150 |
| Range Maximum | \$216,310 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 6/1/2023 |

JOB FAMILY AND FUNCTION

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|---------------|-------------------|
| Job Family: | Student Resources |
| Job Function: | Student Services |

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

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- Serves as designee for the SVPSA when they are unable to attend meetings and events.
- Serves as the point of contact with Auburn Athletics for Student Affairs (student game day experience at athletic events).
- Serves and leads multiple division-wide and campus-wide committees and work groups.

RESPONSIBILITIES

- 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.
- Performs other related duties as assigned by the Senior Vice President for Student Affairs.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience |
|-----------------|---|-----|---------------------|---|
| Master's Degree | Degree in Higher Education, Management, Business Administration, or a field related to Student Affairs is required. | And | 8 years of | Experience in higher education administration and strategic planning for student programming and/or student life. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of higher education policies and procedures, Family Education Rights and Privacy Act (FERPA) guidelines, student development practices, strategic planning, and program evaluation. | |
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MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

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| Physical Demands Category: | Other |
|----------------------------|-------|

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | | X | |
| Walking | | | | | X | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | | | X | | |
| Stooping/ Kneeling/ Crouching | | | | X | | |
| Reaching | | | | X | | |
| Talking | | | | X | | |
| Hearing | | | | | X | |
| Repetitive Motions | | X | | | | |
| Eye/Hand/Foot Coordination | | X | | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

Vision Requirements:

Ability to see information in print and/or electronically.