
Auburn University Job Description

Job Title:	Dir, Student Involvement	Job Family:	No Family
Job Code:	AE43	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Reporting to the Assoc. VP, Student Affairs, the Director of Student Involvement is responsible for the creation, implementation, and assessment of the leadership, service, programming, and governance of student activities on campus at Auburn University. This position is responsible for the daily oversight of multiple full-time staff members, graduate assistants, and student workers, as well as providing leadership and oversight for the 1,500 selected student leaders and the 25,000 students in student organizations.

Essential Functions

1. Directs and leads the management of the facilities and daily operations of the Office of Student Involvement which includes student governance, service programs, student organizations, leadership programs, student media, and student programming.
2. Supervises and provides effective leadership to full-time professional staff, support staff, and student leaders in the Office of Student Involvement. Conducts meetings with both staff and direct reports, as well as initiates policy/procedure reviews and updates.
3. Plans, develops, and administers the budgets for Student Involvement and the Student Activity Project Budgets totaling over \$2 million annually. Approves, directs, and monitors budgets for multiple areas within Student Involvement. Oversees the Student Activity Project Budget and Finance Process.
4. Oversees all assessment for the office, including the collection, interpretation, and presentation of data. Presents monthly reports for both the Office of Assessment and respective Assoc. VP. Ensure that After Action Reports are completed after SAP events. Responsible for completing the CAS Self-Assessment and Benchmarking program for all advising areas.
5. Directs and manages all marketing and communications for Student Involvement, ensuring publication, as well as consistency of all print and electronic media for the office including website, AU Involve, Facebook, Twitter, and other forms of social media. Collaborates with Student Affairs Communication and Marketing team to set ensure brand standards.
6. Coordinates large-scale, university-wide student events (frequently with thousands of students attending and hundreds of staff working).
7. Serves on multiple student committees and communicates with various staff across campus, as well as the community, promoting Student Involvement initiatives.

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 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 Education, Education Administration, Counseling or related field
Experience (yrs.)	5	Experience in higher education administration reflecting progressively increasing levels of responsibility and accountability related to student development services to include budget management, policy oversight, and supervision of staff. Must have at least 2 years of experience supervising full-time employees.

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 event planning and implementation. Knowledge of student development theory, budget practices, and Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).

Certification or Licensure 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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires and lifting up to 25 pounds.

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

Date: 3/4/2021
