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## Auburn University Job Description

Job Title: **Asst Dir, Student Involvement**

Job Family: No Family

Job Code: **AE57**

Grade SR11 \$54,900 - \$93,300

FLSA status: Exempt

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### Job Summary

Assists in the direction and oversight of a variety of student programs and student-led initiatives.

### Essential Functions

1. Assists in providing oversight and guidance to students and staff who are responsible for student-led initiatives.
2. Oversees students with program related issues to include planning, publicity, production, problem resolution, etc.
3. Performs administrative duties for programs and projects of student programs.
4. Serves on university committees for student related issues.
5. Assists with assessments and strategic planning for the department.
6. Provides guidance and support to other Student Affairs initiatives as needed.
7. May plan, oversee and/or implement academic and student services related programs, projects, or events.

### 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>	Four-year college degree	Degree in Education, Education Administration, Counseling or related field
<b>Experience (yrs.)</b>	5	Experience in higher education administration related to student involvement services

#### 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, budgeting practices, assessment, and strategic planning.

#### 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.

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 sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 5/8/2012

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