



JOB INFORMATION

Job Code	AE77
Job Description Title	Asst Dir, Auburn Cares
Pay Grade	SR10
Range Minimum	\$51,790
33rd %	\$63,870
Range Midpoint	\$69,910
67th %	\$75,960
Range Maximum	\$88,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/2/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Reporting to the Director of Auburn Cares, the Assistant Director of Auburn Cares oversees the Safe Harbor program, Campus Food Pantry, Student Affairs scholarship award process, and all outreach initiatives for the Auburn Cares office (Auburn Cares, Safe Harbor, Medical Withdrawals, and Campus Food Pantry). Supervises the professional staff and graduate assistants associated with Safe Harbor program and the Campus Food Pantry. Serves as the Auburn Care Maxient administrator.

RESPONSIBILITIES

- Oversees and manages all survivors referred to the Safe Harbor program that support and assist students and employees of Auburn University who have experienced power-based personal violence, including dating and domestic violence, sexual assault, and stalking and harassment by providing crisis response, support, and providing information and referrals to professionals on campus and in the community. Oversees the 24-hour response system and coordinates communication and services with several agencies including East Alabama Health, Rape Counselors of East Alabama, the District Attorney's office, Auburn Police, and others. Serves on Sexual Assault Response team.
- Provides direct supervision of Safe Harbor coordinator, graduate assistant, and the Campus Food Pantry graduate assistant. Provides decision-making authority for the Campus Food Pantry and Safe Harbor issues and survivor concerns in consultation with the Auburn Cares Director. Conducts performance reviews and evaluations.
- Oversees the Campus Food Pantry operations to include marketing, funding, and food drives.
- Oversees, manages, and conducts outreach presentation initiatives for the Auburn Cares office, including general Auburn Cares, Safe Harbor, Campus Food Pantry, and Medical Withdrawal outreach.
- Responsible for overseeing and managing the Student Affairs Scholarship award process. Identifies and selects scholarship review committee members for Student Affairs scholarships. Ensures all scholarships are awarded based on guidelines and to those with the highest need.
- Serves as the Auburn Cares office administrator for Maxient database. Serves on the Maxient user team to make decisions about database usage across campus. Implements all Maxient changes for the office. Provides education, training, and ensures change implementation by Auburn Cares staff.
- Responsible for all monthly, semester, and annual assessments and data reporting for the Campus Food Pantry and Safe Harbor programs.
- Oversees and manages the Campus Food Pantry and Safe Harbor budgets. Partners with Auburn University Medical Clinic to ensure funding for SANE education and clinical expenses. Collaborates with Student Affairs Development officer to fundraise for Campus Food Pantry and Safe Harbor gift accounts. Ensures gift account is used in accordance with guidelines.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

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.
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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	
Bachelor's Degree	Degree in Higher Education, Counseling, Social Work, or related field.	And	5 years of	Experience in mental health, social work, counseling, higher education or related field. Must have 1 year of experience supervising, mentoring, or leading employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Understanding of trauma-informed care as it relates to working with survivors of sexual assault and interpersonal violence.

Understanding of student learning and development concepts and theory.

Knowledge of higher education policies and procedures, understanding of crisis management and intervention techniques in higher education, Knowledge of operating Maxient software.

Knowledge of threat assessment models and intervention techniques in higher education.

Working knowledge of government regulations pertaining to college students, including FERPA, the Clery Act, HIPAA, Title IX, Section 504 of the Americans with Disabilities Act.

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.