

JOB INFORMATION

Job Code	AE83
Job Description Title	Asst Dir, Honors Programming
Pay Grade	SR11
Range Minimum	\$58,260
33rd %	\$71,860
Range Midpoint	\$78,650
67th %	\$85,450
Range Maximum	\$99,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/4/2020

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

Reporting to the Director of the Honors College, the Assistant Director of Honors Programming oversees all aspects of the Honors College programming that is outlined in the unit strategic plan.

RESPONSIBILITIES

- Oversees all aspects of professional development and career networking programming for the unit with the assistance of the Coordinator of Scholarships, Research, and Professional Development.
- Oversees the planning, implementation, and campus coordination of an undergraduate recruiting strategy, including underrepresented groups with the assistance of the Coordinator of Recruiting.
- Oversees all aspects of recruiting, mentoring, and assisting Auburn University students with applications for scholarships, grants, awards, internships, and research opportunities, including, but not limited to, nationally competitive scholarships and awards with the assistance of the Coordinator of Scholarships, Research, and Professional Development.
- Oversees domestic and international study and travel programming for the unit, collaborating with the Media and Communications department to develop and distribute related promotional materials.
- Oversees all aspects of unit outreach efforts and programming with the assistance of the Coordinator of Student Affairs and Outreach Programs
- Oversees all aspects all student affairs programming including residential life and service learning programming for the unit with the assistance of the Coordinator of Student Affairs and Outreach Programs and other appropriate staff members.
- Participates in the development of operating goals and objectives for the unit; recommends, implements, and coordinates methods and procedures to enhance operations, as appropriate to unit.
- Represents the unit on campus committees or at events related to areas of responsibility, and participates in unit-level committee work, as assigned by Director.
- Teaches honors and HONR courses and performs other 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
Master's Degree	No specific discipline.	And	4 years of	Experience in student affairs programming at the college level.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Excellent communication skills: oral, written, and presentation.
Knowledge of principles, practices, and ethics of student affairs programming.
Demonstrated ability to work under pressure and with deadlines.
Maturity and ability to interact with students in a confidential environment.
Appreciation for various perspectives, identities, backgrounds, ages and educational goals of current undergraduate students.
Comfort speaking to large groups.
Excellent interpersonal skills.
Ability to effectively manage variety of student affairs-related programming across wide range of unit and student needs.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:

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.