
Auburn University Job Description

Job Title: **Dir, Acad Prog, Pathway and Transfer Center**

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

Job Code: **CA57**

FLSA status: Exempt

Job Family: Student Resources

Job Function:

Job Summary

The Director of Academic Programs, Pathway and Transfer Center directs the daily operations of the Pathway and Transfer Center, creating and coordinating pathways to improve access and affordability for the Alabama population in addition to other academic initiatives and partnerships. Supports the strategic goals of the university in addition to including university partners and institutional partners across the state.

Essential Functions

1. Oversees and directs the daily operations of the Pathway and Transfer Center which includes evaluating program needs, reviewing student and family feedback, leading team brainstorming, improving program communication, and evaluating the potential for suggested solutions to translate into workable solutions.
 2. Develops and implements pathway structures and programs to increase the quality, scalability, and sustainability of student learning opportunities at Auburn University and for college and high school students across the state. Generates and delivers demographic, analytical, and other information about our pathway programs, student performance, and populations.
 3. Assists in developing and maintaining data systems to support analysis, including streamlining student schedules and grade verification processing by working with the Office of the Registrar and Institutional Research to develop reports that can be easily obtained by the Pathway and Transfer Center to evaluate our goals and key performance indicators (KPIs). This may include presenting this information to leadership or other stakeholders.
 4. Collaborates with partner institutions who are part of the Pathway and Transfer Center academic initiatives and other related student success initiatives. Schedules the courses participating students take and coordinates the opportunities for the Pathway and Transfer Center programs to work with other departments on campus.
 5. Registers and manages student records for Auburn First and Path to the Plains.
 6. Develops and monitors KPIs and supports the development of unit strategic plans for current and prospective programs and courses.
 7. Oversees the planning and scheduling of online and in-person courses and ensures that branding and marketing strategies align with university and college standards.
 8. Convenes and attends meetings involving new program initiatives on and off campus as well as participating in outside partnerships to align academic programs with statewide organizations and initiatives.
 9. Collaborates with academic and administration departments to foster programs for student engagement by administering dual-enrollment high school courses to enhance enrollment and coordinates campus wide outreach activities and programs.
 10. Manages, designs, and leads Exploratory programming to allow exposure of community college students to all of Auburn's colleges and majors, self and career research, and connections with individuals across Auburn's campus.
 11. May perform other duties as assigned.
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Auburn University Job Description 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>
Education	Bachelor's Degree	No Specific Discipline
Experience (yrs.)	5	Experience with cross-campus collaboration, academic program management, data collection and KPI evaluation, customer service, communication and outreach, process improvement, student tracking, or records management. Experience shows progressively increasing levels of responsibility and accountability.

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 federal, state, and higher education accreditation agencies' policies and procedures.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

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 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.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 8/17/2023
