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## Auburn University Job Description

Job Title: **Admstr, Eqty&Inclsv Initiative**

Job Family: No Family

Job Code: **EB55**

Grade AA09 \$45,100 - \$72,200

FLSA status: Exempt

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### Job Summary

Reporting to the Assistant Vice President of Inclusion and Diversity, the Administrator for Equity & Inclusive Initiatives manages the Tiger Excellence Scholars Program and oversees the Multicultural Community housed in the Cross Cultural Center for Excellence (CCCE).

### Essential Functions

1. Provides administrative leadership to the Tiger Excellence Scholars Program to include scholarship management and review, maintaining relationships with assistant and associate deans, and developing curriculum advising to support the psychosocial development of each scholar.
2. Oversees the CCCE Multicultural Community which includes overseeing the experience for students who are underrepresented and/or first generation college students and implementing innovative educational approaches for advancing diversity and inclusion among our student body.
3. Supervises the Student Excellence Team of undergraduate scholars participating in a High-Impact Leadership Program in order to build student capacity for diversity and inclusion and provides knowledge and skills they need to effectively navigate society.
4. Creates and provides the Assistant Vice President monthly reports that measure Office of Inclusion & Diversity's program success utilizing data and assessment techniques.
5. Supervises students and graduate assistants researching multicultural student programs and focuses on the program development and implementation.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>	Master's Degree	Degree in higher education, leadership, or related field.
<b>Experience (yrs.)</b>	2	Experience in managing multicultural student organizations and overseeing the scholarship process.

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of student affairs policies and practices; advising policies and practices; enrollment policies and practices; and student development theories. Knowledge of policies and principles regarding data management and analysis.

#### 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 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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, .

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

Date: 8/22/2019

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