
Auburn University Job Description

Job Title:	School Liaison, GEAR UP Program	Level I	Grade SR06 \$34,500 - \$51,800
Job Code:	KA56	Level II	Grade SR07 \$37,900 - \$56,900
		Level III	Grade SR08 \$40,100 - \$64,200
FLSA status:	Exempt		
Job Family:	Student Resources		
Job Function:	Academic		

Job Summary

Provides professional level academic advising/counseling/coaching to K-12 students in individual and group formats; as well as college/career activities, programs, and events at identified schools.

Essential Functions:

1. Conducts academic coaching, counseling for K-12 students and parents.
2. Consults with students, faculty members, and parents about academic counseling, academic policies, and academic services.
3. Provides presentations for students and staff on academic support, counseling, and study skills.
4. Collaborates with school leaders, teachers, and GEAR UP ACHIEVE staff on retention efforts.
5. Analyzes and maintains confidential records and files. Fills out monthly and annual reports of students progress for grant regulations.
6. Oversees and participates in academic enrichment, informational and motivational opportunities and interventions for targeted middle and high school students, including mentoring activities, individual/group advising, student assemblies and pep rallies, family night events, and other student and parent support activities.
7. Develops and distributes grant, program and department-specific materials including flyers, brochures, posters, handbooks, reports and letters; maintains and updates marketing and program information on the grant website and social media accounts.
8. The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high levels of autonomy.

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.

Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position plus 2 years experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes, or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	Possesses and applies a broad knowledge of principles, practices, and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

Level I Bachelor's degree in discipline appropriate to position plus 2 years experience.

Level II Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Level III Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Education, Counseling, or related field

Focus of Experience

Experience in advising or counseling

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

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Pre-Employment Screening Requirements:

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and using hands to handle objects .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 11/10/2023
