

Assistant Director, Academic Advising
Auburn University

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Posted Oct. 6, 2020, set to expire Feb. 18, 2021

Job Title	Assistant Director, Academic Advising
Department	Engineering Administration
Institution	Auburn University Auburn, Alabama
Date Posted	Oct. 6, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Academic Advising
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Job Description

Job Summary

Reporting to the Assistant Dean Student Services manages the coordination and delivery of academic advising services for a college or school. Provides project management and metrics in the area of retention-related outreach to students and faculty.

Essential Functions

Develops and implements operational guidelines and policies in accordance with Auburn University policies for the advisory team.

Analyzes and utilizes student academic data to plan, coordinate, and create strategies and specialized programs for students designed to increase retention and student success.

Oversees advising and student services information and outreach to prospective students through information sessions, fairs, and recruiting events.

May conduct orientation presentations and events for students, including freshman and transfer orientations.



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May develop and teach orientation courses for incoming students.

Oversees college advising processes which includes one or more of the following: transfer course articulation process, course evaluations, minors, orientations, and student events.

Collaborates with faculty to encourage participation in student services programs focusing on increasing the frequency and quality of student/faculty interactions and relationships.

Assists Assistant Dean by meeting with prospective students and other visitors to the College/School.

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact