

Director of Student Program Assessment and Administration Auburn University

Direct Link: https://www.AcademicKeys.com/r?job=264566

Downloaded On: Oct. 31, 2025 7:10am Posted Oct. 29, 2025, set to expire Feb. 27, 2026

Job Title Director of Student Program Assessment and

Administration

Department Industrial & Systems Engr

Institution Auburn University

Auburn, Alabama

Date Posted Oct. 29, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Student Affairs

Job Website https://www.auemployment.com/postings/56666

Apply By Email

Job Description

The Samuel Ginn College of Engineering's Department of Industrial & Systems Engineering (ISE) is seeking a candidate for the position of Director of Student Program Assessment and Administration. This position will primarily provide supervision and oversight of advising and related services to our students, while also assisting with projects, programs, and activities for ISE undergraduate and graduate on-campus and online students. The successful candidate will play an integral role in delivering the best student-centered experience to all ISE students.

Essential Functions

- Supervise two or more department student service coordinators.
- Serve as the Graduate Program Officer for online and on-campus master's students.
- · Co-coordinate ABET and other accreditation, policy evaluation, and assessment processes.
- · Work with the Career Development and Corporate Relations office to oversee the development,



Director of Student Program Assessment and Administration Auburn University

Direct Link: https://www.AcademicKeys.com/r?job=264566
Downloaded On: Oct. 31, 2025 7:10am
Posted Oct. 29, 2025, set to expire Feb. 27, 2026

coordination, and execution of internships, co-ops, and employer initiatives and other professional development curriculum.

- · Consistently reviews and evaluates programs to provide feedback and recommendations to partners.
- Responsible for overseeing academic advising and student support programs, including assisting students with course selection, registration, academic policies, curriculum planning, study habits, graduation requirements, scholarships, financial aid, certification programs, assistantships, internships, and job skill development.
- Maintain and evaluate student records in accordance with university, state, and federal policies, including transcript evaluation, admissions processing, job placement tracking, and report generation.
- · Plan and support student-facing programming such as orientations, award ceremonies, alumni council events, and other department-led initiatives to enhance student engagement and success.
- Teach undergraduate courses (number of credit hours up to the department chair's discretion) and oversee study abroad and international exchange programs.
- · Lead efforts in recruiting and enrolling students for the Masters of Engineering Management program by facilitating employer connections and participating in company visits.
- · Lead recruitment efforts for undergraduate and graduate programs, including Business Engineering Technology, Study Abroad, and department certificates.
- Collaborate with university offices and college staff to manage curriculum and program inventory management systems.
- Support departmental administration and strategic initiatives through coordination of tutoring programs, data analysis, pre-admission support, course scheduling, room assignments, and contributions to teaching plans.
- · Participate in professional development activities at the department, university, and national levels to stay current on best practices and contribute to ongoing improvement initiatives.

Auburn University is one of the nation's premier public land-grant institutions. In 2025, it continues to excel in research activity and teaching excellence, offering Bachelor's, Master's, Educational Specialist, and Doctor's degrees across agriculture, engineering, the professions, and the arts and sciences. Its current enrollment includes approximately 30,000 undergraduates and over 6,000 graduate and professional students. Auburn's 12 academic colleges are served by roughly 1,500 faculty members delivering more than 200 educational programs. The University remains nationally recognized for its commitment to academic excellence, its positive work environment, student engagement, and its beautiful campus. Auburn residents enjoy a thriving community, recognized as one of the "best small towns in America," with a moderate climate and easy access to major cities, beaches, and mountains. Situated along the developing I-85 corridor between Atlanta, Georgia, and Montgomery, Alabama, the combined Auburn-Opelika-Columbus area has grown beyond 500,000 in population, with excellent public schools and regional medical centers.



Director of Student Program Assessment and Administration Auburn University

Direct Link: https://www.AcademicKeys.com/r?job=264566
Downloaded On: Oct. 31, 2025 7:10am
Posted Oct. 29, 2025, set to expire Feb. 27, 2026

Equal Employment Opportunity:

Auburn University is understanding of and sensitive to the family needs of faculty, including dual career couples. See "Guidelines for Dual Career Services"

http//www.auburn.edu/academic/provost/policies-guidelines/guidelines

Auburn University is an EEO/Vet/Disability Employer

Contact Information

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

Contact

,