**Academic Programs Administrator**

**College of Sciences and Mathematics**

**Auburn University**

**Job Summary:**

The Office of Academic Engagement, Innovation, and Opportunity in the College of Sciences and Mathematics is excited to begin the search for a new Academic Programs Administrator! This position will be committed to advancing students’ academic and career success by working within the College of Sciences and Mathematics (COSAM) as well as with external partners. We strive to provide students with opportunities for engagement, access, learning, and identity development.

**About Auburn**: At Auburn, our work changes lives. Ranked by U.S. News and World Report as a premier public institution, Auburn University is dedicated to shaping the future of the people of Alabama, the nation, and the world through forward-thinking education, life-enhancing research, scholarship and selfless service. Auburn is nationally recognized for its commitment to academic excellence, community outreach, positive work environment, student engagement, and thriving community.

**It’s a Lifestyle:** The Auburn/Opelika area is a page right out of Southern Living magazine with an idyllic small-town feel, perfecting a unique balance between a close-knit community and driving consistent growth and development. Paralleling the exponential growth of Auburn University, the Auburn/Opelika area boasts services and amenities that cater to any interest. We’re proud of our top school systems, city services, award-winning restaurants, and the infectious spirit of life in a college town. You can find us nestled halfway between the beach and the mountains in a lower-cost-of-living area, two hours outside of Atlanta or Birmingham. If you’re new to Auburn, we’d love to introduce you. If you’re already acquainted with Auburn, we’ll keep it simple: it’s time to come home!

**Why employees choose Auburn**: Auburn University was named by Forbes Magazine as one of the state of Alabama’s best employers, with employees staying an average of ten years. Employees enjoy competitive benefits that include top-notch health insurance, generous retirement plans, tuition assistance for employees and dependents, flexible spending accounts and more! Learn more about Auburn’s impact, generous employee benefits, and thriving community by visiting [**aub.ie/working-at-auburn**](https://www.auburn.edu/administration/human_resources/employment/working-at-auburn.html).

**Essential Functions:**

* Coordination of the STEM Summer Bridge Program
* Development and implementation of programs for the recruitment, retention, and advancement of students from historically excluded groups in the STEM fields.
* Development of innovative programs and building successful relationships which will enhance community and belonging efforts within COSAM, the University, and the community.
* Other duties as assigned by the Senior Assistant Dean.

**Minimum Qualifications:**

Entry into the applicant pool requires a Bachelor’s degree from an accredited institution in STEM, psychology, education, counseling, or related fields. Knowledge and understanding of principles which promote community and belonging. Organizational skills with excellent verbal and written communication skills.

Level I – Bachelor’s degree in STEM, psychology, education, counseling, or related field plus 0 years of experience is required
Level II – Bachelor’s degree in STEM, psychology, education, counseling, or related field plus two years of experience in project or program administration.
Level III – Bachelor’s degree in STEM, psychology, education, counseling, or related field plus four years of experience in project or program administration.

**Desired Qualifications:**

Graduate degree in STEM and/or Higher Education preferred. Experience coordinating educational programs. Understanding of the high school to college to career process, including common obstacles. Experience planning enrichment activities for college-aged students.

AUBURN UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. It is our policy to provide equal employment and education opportunities for all individuals without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, age, disability, protected veteran status, genetic information, or any other classification protected by applicable law.