



## PARENT AND FAMILY PROGRAMS

The mission of Parent & Family Programs is to appropriately connect, inform, and support the Auburn family and help them become partners with the university in the education, development, and retention of Auburn students. In an effort to enhance and strengthen the experience of parents and students, Parent & Family Programs strives to accomplish the following objectives:

- Serve as an advocate for parents/families and the University, both internally and externally, by facilitating communication and creating a climate that fosters mutual understanding;
- Develop and implement programs and services that inform and educate parents and families about valuable resources, critical issues, and topics relevant to student success;
- Design and sponsor programs that promote parent and family involvement in the life of the University and create opportunities for participation in their student's experience.

Parent & Family Programs manages the Auburn University Parent & Family Association (AUPFA), a free organization open to all parents. Parent and family members that join the AUPFA receive access to the Auburn University Family Portal. The AUPFA has a 16-member board of directors that serve three-year terms and meet three times annually on campus. Three events are hosted annually by the office – Fall Family Weekend, Sibling Day, and the AUPFA Board of Directors Faculty/Staff Awards Ceremony. In addition to working on coordinating existing programs, this position will be expected to research, plan, and implement innovative practices for Parent & Family Programs. This position reports to the Program Administrator of Parent & Family Programs, Torey Palmer.

### Desired Job Qualifications

- Ability to work 20 hours per week, including some weekend and evening hours
- Excellent written, verbal, and interpersonal communication skills
- Ability to work independently, follow up on assignments, and take initiative on projects
- Ability to manage multiple projects in unison efficiently and accurately
- Campus leadership experience preferred at the undergraduate and/or graduate level
- Strong desire to learn and gain new experiences
- Preference will be given to students enrolled in the Higher Education program, Human Development and Family Studies, and Public Relations/Communications

### Expected Role/Responsibilities for Position

- Respond to parent questions/concerns via e-mail and phone, including managing the parent@auburn.edu account
- Coordinate summer programming for Camp War Eagle (UNIV101 for Parents, First Generation College Parents presentations)
- Assist to oversee both the AUPFA Board of Directors and Parent & Family Advisory Committee
- Coordinate the recruitment, application, and interviews of potential parent board members
- Create content for electronic communications for the office including website, Family Portal, Navigate Webinar Series, Facebook, Twitter, and Instagram
- Review content for Parent & Family Resource Guide and other publications
- Coordinate at large-scale parent/family events – Example: Fall Family Weekend
- Coordinate assessment and benchmarking for the office including the collection, interpretation, and presentation of data
- Serve on university committees on behalf of Parent and Family Programs
- Communicate with staff across campus and the community about Parent and Family Programs
- Participate as a professional staff member in dress, behavior, and performance at all times
- Other duties as need arises or interest is expressed