Auburn University Job Description

Job Title: Dir, Strategic Init & Comm
Job Code: AA23
FLSA status: Exempt

Job Summary
Provides professional assistance and advice to the Provost in relation to special projects, programs, initiatives, and communications.

Essential Functions
1. Provides leadership and executes special projects and initiatives of the Provost’s Office; project responsibilities include data analysis, grant writing, communication coordination, and task completion.
2. Serves on, leads, and coordinates various committees and task forces, as well as directs essential administrative functions.
3. Gathers and analyzes information to compare with other institutions, provide recommendations, and assist with long-term planning of academic programs.
4. Works directly with the Provost to develop and deliver key messages through print and electronic media; coordinates and oversees the development of various websites.
5. Represents the Provost as the chief departmental liaison with the Collaborative on Academic Careers in Higher Education (COACHE) at the Harvard Graduate School of Education; acts as liaison to other campus divisions, departments, and individuals.
6. Develops the public profile of Auburn University’s Provost.
7. Assembles reports, presentations, and other materials including, but not limited to, information for Board of Trustees meetings.
8. Coordinates the strategic communications efforts of the Provost and implements and manages the department-wide Strategic Communications Plan.
9. Represents the Provost and assists others in the department's management of situational challenges and issues.
10. Assists the Provost in identifying public speaking opportunities and preparing for speaking events; travels with the Provost as necessary.
11. Executes university-wide academic facilities research and planning.

Supervisory Responsibility
May supervise employees but supervision is not the main focus of the job.

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.
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Minimum Required Education and Experience

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<thead>
<tr>
<th>Education</th>
<th>Focus of Education/Experience</th>
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<tr>
<td>Minimum</td>
<td>Degree in Communications or related field.</td>
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<tr>
<td>Four-year college degree</td>
<td>Experience in higher education administration and communications with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience directly supervising full-time employees.</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of higher education policies and procedures, data collection and analysis, and communication practices.

Certification or Licensure Requirements
None Required.

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, handling objects with hands, and lifting up to 10 pounds.
Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 3/28/2017