
Auburn University Job Description

Job Title:	Dir, Intl Prog Initiatives	Job Family:	No Family
Job Code:	AA26	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Leads Auburn University's initiatives on international branding, student recruitment, alumni affairs, and development.

Essential Functions

1. Directs AU's international alumni affairs efforts through coordination with the Auburn Alumni Association and the Office of Development.
2. Directs AU's international recruitment efforts to include directing and planning recruitment programs and events at international locations.
3. Directs the international marketing efforts of the university to include, but not limited to, designing web content, recruiting materials, literary contact, and foreign media outlet content.
4. Develops, manages, and maintains websites, content, databases, and processes related to the Office of International Programs through oversight and supervision of IT staff.
5. Plans and executes on-campus and international events that host diplomats, government officials, AU alumni, faculty, staff, and/or students; maintains budget and expenditure reporting related to such events.
6. Represents the Assistant Provost for International Programs in meetings involving joint initiatives between AU and international partners and clients; responsible for ensuring completion of accurate reporting on initiatives.

Supervisory Responsibility

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

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Liberal Arts, or related field
Experience (yrs.)	5	Experience in event planning, marketing, and communication services.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of higher education structure, policies, and procedures; international travel and cultures; event planning, meeting organization, and office procedures and practices

Certification or Licensure Requirements

Valid United States Passport

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, .

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

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

Date: 10/2/2012
