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## Auburn University Job Description

Job Title:	<b>Supv, OIP Bus Dev &amp; Oper</b>	Job Family:	No Family
Job Code:	<b>AA27</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

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### Job Summary

Plans and oversees business development and the operations and personnel involved in the financial and student services functions of the Office of International Programs (OIP).

### Essential Functions

1. Manages and coordinates campus business processes that support the international student community of Auburn University.
2. Actively pursues new programming initiatives to positively impact the recruitment and enrollment in OIP programs and services; works with department administrators to develop new and existing opportunities and revenue stream on a global scale.
3. Serves as a liaison to other departments in an effort to continually improve campus-wide operations, processes, and services geared towards international students.
4. Supervises the financial services and personnel of OIP, working in conjunction with other financial entities/departments on campus.
5. Participates in the budget planning process by providing budget and staffing projections, as well as historical analysis which provides insight into the financial components of OIP.
6. Represents the Assistant Provost for International Programs in meetings involving international financial operations and student services; responsible for ensuring completion of initiatives and proper reporting of relevant information.

### 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>
<b>Education</b>	Four-year college degree	Degree in Business, Accounting, Finance, or related field
<b>Experience (yrs.)</b>	5	Experience in business operations or personnel management

### 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 accounting, budgeting, and business development principles; higher education structure, policies, and procedures; international student processes and requirements

### Certification or Licensure Requirements

Valid United States Passport

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## 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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

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

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

Date: 10/26/2012

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