
Auburn University Job Description

Job Title:	Dir, OLLI	Job Family:	No Family
Job Code:	AA52	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Directs and oversees the operations of the Osher Lifelong Learning Institute (OLLI) at Auburn University. These operations include Administration, Budgeting and Finance, Programs, Membership, Outreach and Planning.

Essential Functions

1. Guides and implements OLLI activities with the OLLI leadership board and with University administration and departments; develops short-term and long-range plans for the organization.
2. Oversees OLLI programming, both academic (courses, workshops, lectures and brown bags) and non-academic (socials and physical activities).
3. Assesses and implements membership enrollment including recruitment, maintenance and retention.
4. Oversees OLLI finances and budgeting; prepares three-year budget with input from the OLLI Board
5. Communicates all OLLI news through the OLLI at Auburn website and the local media; arranges for local and regional publicity, advertising and promotion.
6. Initiates, organizes and maintains partnerships with campus and community programs and organizations.
7. Administers and oversees fundraising and development programs for OLLI.
8. Works with campus real estate director in contractual negotiations for OLLI's administrative campus; negotiates space and classrooms for all OLLI programs (academic and social) during the regular academic year and over the summer.

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	Masters Degree	Degree in Adult Education, Communications, Management or related field.
Experience (yrs.)	5	Experience in an academic setting working with administrators; experience working with volunteers.

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 accounting principles and not-for-profit organization management.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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,

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

Date: 8/29/2016
