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## Auburn University Job Description

Job Title: **Dir, On-Line & Cont. Ed Prgms**

Job Family: No Family

Job Code: **AC12**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

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### Job Summary

Directs the daily operations and coordinates outreach and continuing education coursework for the College of Engineering and College of Business.

### Essential Functions

1. Develops and implements strategic plans for outreach and continuing education coursework to include marketing, purchasing equipment, and facilities planning.
2. Provides daily administrative oversight of the unit to include developing and monitoring the budget.
3. Provides quality control of courses to include monitoring and improving speed of delivery, staff interaction with students, and overall satisfaction of students and faculty with coursework.
4. Researches and implements the use of new methods, equipment, and policies to stay current with best practices and provide the highest quality coursework.
5. Represents the College on University committees as well as outside association and industry.
6. Videotapes and edits various short programs and video clips for use in outreach and continuing education courses.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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, Communications, Adult/Engineering Education, Engineering or related field.
<b>Experience (yrs.)</b>	7	Experience in coordinating and/or managing the development, installation and/or use of instructional and communications technologies. Must have at least 2 years experience directly managing full-time employees.

#### **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 current technologies in digital, multi-media and online educational technologies, instructional and learning theories, personnel management, marketing and accounting/budgeting principles.

#### **Certification or Licensure Requirements**

None Required.

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### 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, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 7/26/2017

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