
Auburn University Job Description

Job Title: **Asst Dir, Eng Outrch/Contin Ed**

Job Family: No Family

Job Code: **AC13**

Grade 35: \$50,900 - \$84,800

FLSA status: Exempt

Job Summary

Assists in directing the daily operations of outreach and continuing education coursework for the College of Engineering and College of Business.

Essential Functions

1. Researches, prepares, and coordinates grants proposals and contract terms and conditions.
2. Assists in providing daily administrative oversight of the unit to include forecasting, developing, reconciling and monitoring of the budget.
3. Determines marketing needs for the department and develops marketing materials.
4. Works with engineering associations and other clientele to determine needs and develop assessment methods used to develop, design, and deliver outreach programs.
5. Negotiates and interprets contracts with vendors for goods and services.
6. Assists director in the development and implementation of strategic plans and operational issues.
7. Prepares post-event reports, analysis and regular status reports on programs.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Management, Public/Business Administration or related field
Experience (yrs.)	3	Experience in installation and/or use of instructional and communications technologies and/or curriculum development

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 contracts and grants accounting, guidelines for proposal writing, current technologies in digital and multi-media computing, educational technologies, and instructional and learning theories.

Certification or Licensure Requirements

Certified Program Planner (CPP)

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.

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, reaching, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

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

Date: 12/15/2011
