Auburn University Job Description

Job Title: Dir, MBA Programs
Job Code: AD06
FLSA status: Exempt

Job Summary
Provides strategic and operational direction and oversight of the Campus and Online MBA programs.

Essential Functions

1. Directs and oversees the administration and operations of the Campus and Online MBA programs to include, but not limited to, student recruiting, admissions, communications, scholarships, and student engagement.
2. Establishes, directs, and oversees programs and activities related to the overall student enrichment experience; plans and coordinates competitions, trips, and development opportunities for students.
3. Directs the recording, analysis, and submission of accreditation, survey, and ranking data related to the program; leads program marketing efforts.
4. Oversees communications and events involving alumni of the Campus and Online MBA programs to foster alumni relations.
5. Directs the daily operations of the Campus and Online MBA programs office including full supervision of staff and budget management.

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

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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tr>
<td>Masters Degree</td>
<td>Degree in Business, Higher Education Administration, Adult Education Administration, or related field</td>
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Experience (yrs.) 5

Experience in education program management, student affairs and services, and college admissions/advising

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 graduate program administration, FERPA, and budgeting practices

Certification or Licensure Requirements
None Required.

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

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 25 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 50 pounds.

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

Date: 5/6/2015