
Auburn University Job Description

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|--------------|-----------------------------------|-------------|---------------------|
| Job Title: | Dir, Professional Dev Svcs | Job Family: | No Family |
| Job Code: | AE28 | Grade 36: | \$58,500 - \$97,600 |
| FLSA status: | Exempt | | |

Job Summary

Develops, directs, and oversees the comprehensive Professional Development program and related services for students in the College of Business.

Essential Functions

1. Develops, manages and assesses the effectiveness of Professional Development programs and services provided to students in the College of Business.
2. Creates and organizes programs, seminars, workshops and events related to professional development skills.
3. Develops various curriculums and training materials designed for specific audiences.
4. Interacts with students individually and in groups to provide professional development services.
5. Collaborates with university IT professionals to utilize available technologies to enhance programs, services and curriculum design.
6. Promotes and markets services and programs available through Professional Development to students, parents, faculty and employers.
7. Creates recruitment strategies to increase student participation in all available programs.
8. Develops and administers operational budget.
9. May be responsible for teaching academic 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> |
|--------------------------|----------------|---|
| Education | Masters Degree | Degree in Business, Education, Instructional Technology, or related field |
| Experience (yrs.) | 3 | Experience in curriculum design, program management and/or instructional technology application |

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 curriculum development, student development theory, and Family Educational Rights and Privacy Act (FERPA) regulations.

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.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 11/9/2011
