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## Auburn University Job Description

Job Title: **Dir, Acad Prog & Korea Center**

Job Family: No Family

Job Code: **CA45**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

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### Job Summary

Reporting to the Assistant Provost for International Programs, this position directs the daily operations of the Korea Center-King Sejong Institute, creating and coordinating language and cultural programs and other academic initiatives and partnerships. These initiatives include university partners, sponsoring government agencies, and collaborating with industry partners, both locally and overseas.

### Essential Functions

1. Oversees and directs the daily operations of the Korea Center-King Sejong Institute, creating language and cultural programs and coordinating with other academic initiatives such as language instruction in the Department of World Languages, Auburn First dual-credit programming in Alabama, Auburn's overseas DGEV partnership for teaching English in Korea, and other sponsored programs.
2. Develops and implements educational coursework (credit and non-credit) and programs to increase the quality, scalability, and sustainability of student learning opportunities at Auburn University and Alabama high schools.
3. Hosts visiting scholars who are part of Korea Center initiatives and other related international academic initiatives. Schedules the courses visiting scholars teach and also coordinates the research opportunities for scholars to work with other departments on campus.
4. Develops and monitors the budget for the KC/KSI and the DGEV sponsored program and supports the development of unit strategic plans for current and prospective programs and courses.
5. Oversees the planning and scheduling of all online and in-person courses and ensures that branding and marketing strategies align with university and college standards.
6. Convenes and attends meetings involving new international academic program initiatives on and off campus as well as outside partnership with industry to develop, manage, and maintain academic programs (courses for the companies and developing internship placements for Auburn students).
7. Works with related academic and administrative departments to foster programs for student engagement by creating dual-enrollment High School courses in Korean to enhance enrollment and coordinates campus wide cross-cultural activities and programs.
8. Directs, designs, and leads Summer study abroad programming to South Korea for Auburn students to complete their language Minor and Certificate requirements.
9. Supervises staff members, student workers, student club officers, and sponsored language and culture interns instructors working in the center.
10. May perform other duties as assigned.

### 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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## **Auburn University Job Description**

*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>	Ph.D.	Degree in Education, Foreign Language Instruction and Pedagogy, International Business, International Relations, or related field.
<b>Experience (yrs.)</b>	5	Experience in Korean international partnership management, sponsored program operations, development of cultural programs, and language training.

#### **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**

Expert knowledge of Korean culture and language.

Knowledge of Foreign Language pedagogy and course/program development.

Knowledge of operations of a language and culture center.

Ability to travel extensively, both domestically and internationally.

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

None Required.

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### 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, and lifting up to 10 pounds.

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 25 pounds.

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

Date: 8/18/2021

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