
Auburn University Job Description

Job Title:	Dir, Multicultural Center	Job Family:	No Family
Job Code:	EA43	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Directs the operations and programming of the Multicultural Center.

Essential Functions

1. Develops services and programs that promote the retention of students of color.
2. Develops services and programs to promote education and understanding across cultures.
3. Promotes faculty, staff, and community involvement through intellectual, social, and cultural exchange programs.
4. Gathers data and prepares annual reports for the center.
5. Monitors expenditures and maintains budget for the center.
6. Assists in writing and reviewing proposals for funding.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Educational Administration, Student Development, Counseling, Student Affairs, or related field
Experience (yrs.)	6	Experience in project and/or program administration/coordination in areas related to diversity and/or multicultural affairs

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 student development theory, diverse populations, budgeting practices, and promotional strategies.

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, reaching, talking, hearing.

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 10 pounds.

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

Date: 9/25/2013
