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## Auburn University Job Description

Job Title: **Asst Dir, STEM Outreach Prog**

Job Family: No Family

Job Code: **ED25**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

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### Job Summary

Assists in directing, overseeing and coordinating the day-to-day operations for the Science Technology Engineering and Mathematics (STEM) outreach programs.

### Essential Functions

1. Manages, implements and provides program oversight for all STEM outreach programs. Target audiences include K-12 students, teachers, administrators, and parents of K-12 students.
2. Supervises and directs the daily efforts of the unit's staff, volunteers, and paid student workforce necessary to implement the unit's programs, events, and initiatives. Additionally, hires needed contract and TES employees to accomplish unit's goals, particularly for expanded summer program schedule.
3. Assists the Director in the formulation of the unit's long-range and strategic plans and leads the development and implementation of program assessment and evaluation. Consults with COSAM faculty and K-12 school personnel to determine needs and develop assessment methods used to develop, design and deliver outreach programs.
4. Assists in providing daily administrative oversight of the unit to include forecasting, developing, reconciling and monitoring of the budget; negotiates and interprets contracts with vendors for goods and services.
5. Coordinates and plans summer trainings and academic year trainings of professionals and teachers requiring training for program participating (e.g., BEST Robotics, AP Institute, Science in Motion, grant-based programs tied to the unit, etc.). Works with Regional In-Service Center and the AL State Department of Education to document and manage professional development credits for teachers participating in COSAM Outreach sponsored training.
6. Develops brochures, flyers, public service announcements, letters, websites, presentations, manuals, and other materials for the effective promotion of COSAM outreach efforts. Uses sound professional judgment on material design, production, and distribution, and exercises fiscal management on marketing activities.
7. Generates post-event reports and maintains databases for the department to provide information to various Auburn departments. Assists in the development and delivery of proposals, reports, and professional information and support to other offices and departments. Provides regular status reports on programs to director of unit.

### 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>
<b>Education</b>	Four-year college degree	Degree in Communications, Public Relations, Business or related field.
<b>Experience (yrs.)</b>	7	Experience in program and event management experience, including program oversight, marketing, record-keeping, and budget tracking. Experience in hiring and supervising staff.

#### 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 higher education policies and procedures. Ability to coordinate learning programs for multiple disciplines.

#### Certification or Licensure Requirements

Drivers license certification for 15-passenger van.

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### 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 standing, walking, sitting, talking, hearing, handling objects with hands.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 5/24/2016

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