
Auburn University Job Description

Job Title: **Asst Dir, Business Operations**

Job Family: No Family

Job Code: **GA16**

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

FLSA status: Exempt

Job Summary

Provides leadership and guidance and serves as the primary interface for the Institute with the faculty and staff of AU Colleges, Schools and Departments; the Alabama Agriculture Experiment Station; and the Alabama Cooperative Extension Service.

Essential Functions

1. Assists the Executive Director with activities related to establishing Institutional structure and oversight that may include organizational analysis, budget preparation and site visits to peer institutions.
2. Establish and maintain an Institute Advisory Board.
3. Oversees the operations of multiple, complex Institute programs.
4. Provides leadership to Institute Program Managers and Specialist including, developing strategies, identifying priorities and assisting with planning of all Institute programs.
5. Responsible for the assessment and evaluation of the effectiveness of Institute programs and program staff.
6. Plans and oversees special events and activities for the Institute.
7. Assists the Executive Director with matters related to public relations, communications and marketing.
8. Develop relationships with Institute constituents/clients to include state and national commodity groups as appropriate to advance the mission of the Institute as well as the goals and objectives.
9. Establish, oversee and maintain and Institute website.

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	Four-year college degree	Agricultural Sciences, Business, or related.
Experience (yrs.)	5	Experience in fiscal management and budget planning/modeling and knowledge of land grant philosophy.

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 State and Federal regulations related to subordinate areas, budgeting and accounting principles.

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.

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, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires and lifting up to 25 pounds.

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

Date: 1/9/2012
