Director, Osher Lifelong Learning Institute at Auburn University

Directs and oversees the operations of the Osher Lifelong Learning Institute (OLLI) at Auburn University, a program within the Division of University Outreach. These operations include Administration, Budgeting and Finance, Fundraising, Programs, Membership, Outreach and Planning.

Duties included, but not limited to:
Guides and implements OLLI activities with the OLLI Advisory Council and with University Outreach administration and departments; develops short-term and long-range plans for the organization. Oversees OLLI programming, both academic (courses, workshops, lectures and brown bags) and non-academic (socials and physical activities). Assesses and implements membership enrollment goals including recruitment, maintenance and retention. Oversees OLLI finances and budgeting in compliance with university policies; prepares three-year budget with input from the OLLI Advisory Council. Communicates all OLLI news through the OLLI at Auburn website and the local media; arranges for local and regional publicity, advertising and promotion. Initiates, organizes and maintains partnerships with University Outreach units, campus programs and community organizations. Administers and oversees fundraising and development programs for OLLI. Works with campus facilities management and oversees OLLI’s administrative offices; negotiates space and classrooms for all OLLI programs (academic and social) during the regular academic year and over the summer. 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 Director reports to the Vice President for University Outreach.