



Assistant Vice President for University Outreach and Public Service

Non-Tenure Track Faculty

Auburn University invites applications for the position of Assistant Vice President for University Outreach and Public Service. This position is a non-tenure track faculty position reporting to the Vice President for University Outreach and Associate Provost.

This position will assist the Vice President in formulating, implementing, and monitoring university-wide plans, strategies, policies, programs, and budgets to foster comprehensive outreach and public service programs. The position also serves as an advocate for the Outreach mission and works with central administrators, deans, faculty, directors of outreach units and others to ensure effective, high quality outreach and public service programming throughout Auburn University.

Primary Responsibilities:

- Provide supervision and guidance to the reporting unit directors regarding program administration, budget development and fiscal oversight of their departments and/or programs.
- Oversee the production and implementation of special reports and projects, make recommendations, and systematically evaluate outreach program delivery capacity across the university.
- Identify outreach and public service opportunities in the State of Alabama, regionally, nationally, and internationally; serve as a point person to advance institutional and community relationships; and promote “service-learning” and community engaged programs.
- Conduct development-related research and fundraising strategies with respect to corporate, federal, foundation and other sources to support on-going and emerging outreach and public service projects at Auburn University. This entails cultivating contacts, keeping the outreach community informed of funding opportunities and stimulating the outreach community to pursue opportunities.
- Direct the strategic planning process with the Vice President’s Office, work with units reporting to the Vice President to monitor progress in achieving their strategic planning goals, and produce an annual report for the Vice President on major university-wide outreach accomplishments toward strategic priorities.
- Keep abreast of national developments in the “engaged university” movement and work closely with the Vice President to maintain and expand upon Auburn University’s status as a Carnegie Foundation Community Engagement institution.
- Represent the Vice President and the Outreach Division in numerous events, activities, and committee meetings.
- Perform other duties related to the Division of University Outreach, as directed.

Qualifications:

PhD, EdD or professional terminal degree by date of employment, a record of successful administrative experience, involvement in professional associations related to outreach, engagement and service learning, an understanding of the outreach function in a comprehensive land grant university, proven skills in planning and administration and excellent communication skills, both interpersonal and written. Knowledge of higher education policies and procedures (particularly Carnegie and SACS related guidelines for outreach/engagement), university operations, strategic planning, and program evaluation are also required. An ability to work both independently and with a diverse population, and to analyze critical elements of departmental operations is essential.

Applications:

Applications should include: (1) letter of application, which includes a brief statement of the role and function of outreach and public service in a comprehensive university, (2) Current resume or vita, (3) Names, addresses, email and telephone numbers of three current references. All applications should be submitted through the online application process at: <https://www.auemployment.com/postings/19408>

Timeline/Availability:

Review of applications will begin November 2, 2020 and continue until a candidate is recommended for appointment. Anticipated start date is on or before January 1, 2021. Salary will be commensurate with experience.

For more information, applicants may email Dr. Chippewa Thomas, Search Committee Chair, at thoma07@auburn.edu or visit www.auburn.edu/outreach.

Auburn University is an Affirmative Action/Equal Opportunity Employer. It is our policy to provide equal employment opportunities for all individuals without regard to race, sex, religion, color, national origin, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, or any other classification protected by applicable law.