Director of Professional and Continuing Education

The Office of the Vice President for University Outreach announces a search for a Director of Professional and Continuing Education. This position is responsible for administrative, financial, and academic management of the Office of Professional and Continuing Education (OPCE). Duties include promoting professional and continuing education programs university-wide and to the general public; providing leadership for non-credit certificate-based programs university-wide; providing leadership for conferencing and event management; developing and supervising budget; providing support, assistance, collaboration and leadership to all schools, colleges, and departments in the development and enhancement of outreach programs; promoting continuing education to the general public and professional groups; collecting and maintaining data on programs and participants; preparing periodic and annual reports for the Assistant Vice President; identifying funding and program opportunities and leading and assisting OPCE staff and others with proposal development and other developmental activities; selecting, hiring, and supervision of staff; coordinating training for all staff and maintaining contact with business and university community to enhance outreach programming potential.

Qualifications:

- Masters Degree (doctorate degree preferred) with 6 years of experience.
- Understanding of outreach at a comprehensive land grant university.
- Proven skills in planning, administration, development of fee-for-service non-credit programs.
- Excellent communication/interpersonal skills required.
- Candidate selected for this position must be able to meet eligibility requirements to work in the United States at the time appointment is scheduled to begin and continue working legally for the proposed term of employment.

Application (Submit the following):

- Letter of interest.
- Current resume or curriculum vitae.
- Names, addresses and telephone numbers of three current references.

Submit to:
Auburn University
Office of the Vice President for University Outreach
213 Samford Hall
Auburn University, AL 36849

Timeline/Availability:
Review of applications will begin March 15, 2011 and continue until a candidate is recommended for appointment. Anticipated start date is June 1, 2011. Salary will be commensurate with experience.

Auburn University is an Affirmative Action/Equal Opportunity Employer. Women and minorities are encouraged to apply.