

JOB INFORMATION

Job Code	AA69
Job Description Title	Dir, Pathway and Transfer Outreach
Pay Grade	SR11
Range Minimum	\$58,260
33rd %	\$71,860
Range Midpoint	\$78,650
67th %	\$85,450
Range Maximum	\$99,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Inclusion & Diversity

JOB SUMMARY

Reporting to the Special Assistant, Inclusion and Diversity, the Director, Diversity Education and Engagement supports the overall mission and goals of the Office of Inclusion and Diversity (OID) by developing, planning, and executing educational programming and engagement for faculty, staff, and students at Auburn University. Provides leadership to OID's diversity education and engagement efforts and serves as a strategic leader that builds, maintains, and shares resources (tools, education sessions, etc.) to increase capacity of the campus community to foster an inclusive learning, living, and working environments for all.

RESPONSIBILITIES

- Develops, delivers, and disseminates diversity education content in various modalities using outstanding communication and presentation skills about complex and sensitive diversity, equity, and inclusion topics that advance knowledge, skills, and awareness for a wide range of audiences to include faculty, staff, and students.
- Develops and manages tiered, web-based and face-to-face, innovative inclusion and diversity learning experiences at introductory, intermediate, and advanced levels.
- Develops and manages signature diversity education, professional development, micro-credentialing and engagement programs primarily for faculty and staff.
- Creates, updates, and maintains a comprehensive content library of education plans, learning materials, and other related materials.
- Advances special projects as designated by OID Leadership and institutional needs, specifically as it relates to faculty and staff recruitment, employee engagement, diversity education, and other strategic efforts.
- Develops strong relationships and internal partnerships to liaise between the Office of Inclusion and Diversity to stakeholders, committees, and workgroups managing timelines, meetings, events, parameters, work product quality, and deliverables.
- Comprehensively assesses all efforts within scope of practice toward measuring impact and effectiveness.
- Builds, manages, and leads a diverse and inclusive team (including full-time employees, graduate assistants, student workers, and volunteers) to achieve department/organizational goals.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Master's Degree	Degree in Education, Psychology, Management, Sociology, or related fields desired.	And	5 years of	Experience in researching, designing, developing and managing diversity, equity, and inclusion programming initiatives and/or education programs. At least 1 year of directly supervising full-time employees.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of assessment, learning/pedagogy, student development theory, diverse populations, budgeting practices, and promotional strategies.
Knowledge of the scholarship and research of diversity, equity, and inclusion, inclusive excellence, and equity mindedness.
Knowledge of diversity, equity, and inclusion strategies, challenges, and concepts in higher education.
Ability to advance inclusion and diversity initiatives in a complex organization.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.