
Auburn University Job Description

Job Title:	Dir, Eng Outrch& Cont Ed Prgms	Job Family:	No Family
Job Code:	AC12	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Directs the daily operations and coordinates outreach and continuing education coursework for the College of Engineer and College of Business. Oversees and coordinates with staff performing duties to include identifying opportunities for new programs, instructional design courses, marketing and recording of programs, and delivery of courses.

Essential Functions

1. Develops and implements strategic plans for outreach and continuing education coursework to include marketing, purchasing equipment, and facilities planning. Develops short-and long-term plans to increase the quality, scalability, and sustainability of student learning opportunities at Auburn University.
2. Provides daily administrative oversight of the unit to include developing and monitoring the budget. Supports the development of departmental business plans for current and prospective programs/courses. Oversees the planning and scheduling of all online courses and administrative support in Banner, Canvas, and Panapto each semester for regular online courses.
3. Provides quality control of courses to include monitoring and improving speed of delivery, staff interaction with students, and overall satisfaction of students and faculty with coursework.
4. Researches and implements the use of new methods, equipment, and policies to stay current with best practices and provide the highest quality coursework.
5. Represents the College on University committees as well as outside association and industry. Consults faculty, academic leadership, and industry for input on distance-connected and collaborative content for courses and programs.
6. Ensures the course/program branding and marketing strategies align with university and college standards.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Master's Degree	Degree in Business, Communications, Adult/Engineering Education, Engineering or closely related field.
Experience (yrs.)	7	Experience in coordinating and/or managing the development, installation and/or use of instructional and communications technologies. Must have at least 3 years experience directly managing full-time employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of current technologies in digital, multi-media and online educational technologies, instructional and learning theories, personnel management, marketing and accounting/budgeting principles.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 11/21/2019
