



**JOB INFORMATION**

|                         |                                |
|-------------------------|--------------------------------|
| Job Code                | AC13                           |
| Job Description Title   | Asst Dir, Eng Outrch/Contin Ed |
| Pay Grade               | AA11                           |
| Range Minimum           | \$58,310                       |
| 33rd %                  | \$71,910                       |
| Range Midpoint          | \$78,710                       |
| 67th %                  | \$85,510                       |
| Range Maximum           | \$99,120                       |
| 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: | Academic Programs                  |

**JOB SUMMARY**

Assists in directing the daily operations of outreach and continuing education coursework for the College of Engineering and College of Business.

**RESPONSIBILITIES**

- Researches, prepares, and coordinates grants proposals and contract terms and conditions.
- Assists in providing daily administrative oversight of the unit to include forecasting, developing, reconciling and monitoring of the budget.
- Determines marketing needs for the department and develops marketing materials.
- Works with engineering associations and other clientele to determine needs and develop assessment methods used to develop, design, and deliver outreach programs.
- Negotiates and interprets contracts with vendors for goods and services.
- Assists director in the development and implementation of strategic plans and operational issues.
- Prepares post-event reports, analysis and regular status reports on programs.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---|

**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  |  |
|-------------------|---|-----|---------------------|--|--|
| Bachelor's Degree | Degree in Management, Public/Business Administration or related field | and | 3 years of          | Experience in installation and/or use of instructional and communications technologies and/or curriculum development |  |

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of contracts and grants accounting, guidelines for proposal writing, current technologies in digital and multi-media computing, educational technologies, and instructional and learning theories.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details  | Time Frame | Required/Desired |  |
|-------------------------|---------------------------------|------------|------------------|--|
|                         | Certified Program Planner (CPP) | Upon Hire  | Required         |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## 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            |            |            |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

### **Vision Requirements:**

Ability to see information in print and/or electronically and distinguish colors.