
Auburn University Job Description

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|--------------|---|-------------|---------------------|
| Job Title: | Dir, Women in Science&Eng Inst | Job Family: | No Family |
| Job Code: | AD24 | Grade 35: | \$51,900 - \$86,400 |
| FLSA status: | Exempt | | |

Job Summary

Directs the programs and operations of the Women in Sciences and Engineering (WISE) Institute.

Essential Functions

1. Develops and implements programs directed toward recruitment and retention of female undergraduate/graduate students and postdoctoral fellows in science, technology, engineering, and mathematics.
2. Supports science, technology, engineering, and mathematics academic departments in the recruitment, retention, and advancement of women faculty.
3. Cultivates support for WISE programs from faculty, administration, staff, student body, K-12, junior colleges, industry/business community, government, professional groups, etc.
4. Works collaboratively and coordinates efforts with various University offices/units/leaders, professional organizations, and industry to ensure the WISE Institute supports and complements the goals of the University and the related groups through their programming.
5. Collaboratively writes funding proposals for the WISE Institute and for outreach activities involving young women and girls in science, technology, engineering, and mathematics.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 | Masters Degree | Degree in Science, Engineering, Math or related field |
| Experience (yrs.) | 3 | Experience in project and/or program administration/coordination in areas related to diversity initiatives or programmatic related experience |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 12/15/2011
