
Auburn University Job Description

Job Title:	Dir, Outreach Global	Job Family:	No Family
Job Code:	CA41	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Reporting to the Associate Provost and Vice President for University Outreach, the Director of Outreach Global is responsible for facilitating short-term education, service learning programs, training and development with foreign universities, governmental agencies, nonprofits, and other external agencies to advance the engagement of Auburn University faculty, staff, and students across the globe. Outreach Global promotes global engagement by building strategic, collaborative relationships between academic and nonacademic institutions.

Essential Functions

1. Develops and implements new service learning programs, training programs, educational and cultural tours by collaborating with both Auburn University and global partners. Identifies new global academic and non-academic institutions by communicating with potential partners through emails, conferences, and established personal and professional networks.
2. Develops short-term programs for students, faculty, staff, alumni, and other non-academic groups who cannot travel overseas for study abroad programs or other programs to offer brief research and outreach activities. Develops and implements Memorandum of Understanding (MOU). Assists colleges with their respective global outreach programs.
3. Oversees the overall operations of Outreach Global to provide strategic leadership and vision for the office. Responsible for the office budget and financial operations. Searches for funding opportunities through nonprofit organizations.
4. Manages Outreach Global staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.
5. Collaborates with Auburn University colleges, schools, departments, and other global outreach programs on campus. Leads and supports multicultural activities and enhances global learning programs through academic curriculum, lecture series, presentations, and active involvement. Develops global curriculum.
6. Coordinates major Outreach Global Office scholar exchanges and visitations such as faculty development programs, training programs, and reciprocal visitations for international partners. Facilitates all global travel logistics such as meetings, accommodations, local transportation, and other related activities.
7. Serves on Outreach Planning Committee, Faculty Engagement Council, Outreach Diversity and Inclusion Committee, and others. Engages with national organizations and associations representing Auburn University Global Outreach.

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.

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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	Four-year college degree	No specific discipline.
Experience (yrs.)	8	Experience in the design, implementation, delivery and management of educational programs/services. Five (5) years experience specifically related to international outreach and a proven record of sustaining successful global programs.

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

Expertise in the development of global educational programs and partnerships.

Advanced knowledge of diplomatic skills and international relations.

Knowledge of operational business, financial management, business, branding, marketing, and promotion.

Advanced knowledge and development of Memorandum or Understandings (MOU).

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 standing, walking, sitting, talking, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires reaching, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/8/2020
