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## Auburn University Job Description

Job Title: Dir, AMSTI

Job Family: No Family

Job Code: EA51

Grade AA12 \$60,900 - \$109,600

FLSA status: Exempt

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### Job Summary

Oversees and coordinates the operations for the Alabama Mathematics, Science and Technology Initiative (AMSTI) sight to include supervision of professional and administrative staff as well as budget responsibilities.

### Essential Functions

1. Directs and oversees the Summer Institute and the academic year training of teachers and teacher training.
2. Oversees and directs the operation of the materials distribution and refurbishment center.
3. Recruits teachers, trainers, school administrators and entire school systems associated in the AMSTI project.
4. Works with principle investigators to implement, monitor and direct the program.
5. Works with mathematics and science specialist to provide guidance, materials, training, and support for the East Alabama In-service Region.
6. Communicates regularly with teachers, school administrators, principle investigators, and University STEM regarding status of the project.
7. Creates, oversees, and monitors all expenditures on department and project budgets.

### 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>
<b>Education</b>	Master's Degree	Degree in Education, Education Administration, Counseling or related field
<b>Experience (yrs.)</b>	5	Experience in the coordination and/or management of a math and science program.

#### 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

Knowledge of higher educational policies and procedures. Ability to coordinate meetings and events considering complex scheduling issues.

#### Certification or Licensure Requirements

State of Alabama Teaching Certificate

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### 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 11/29/2011

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