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## Auburn University Job Description

Job Title: **Asst Dir, Raptor Train & Edu**

Job Family: No Family

Job Code: **GA19**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

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### Job Summary

Manages, supervises, and oversees the daily operations of the Raptor Education Unit, including, but not limited to, raptor training, husbandry, and instruction.

### Essential Functions

1. Oversees the raptor educational programs to include training of raptors and outreach efforts.
2. Manages and coordinates the work assignments and activities of staff, student workers, and volunteers.
3. Coordinates necessary administrative functions of the unit to include, but not limited to, scheduling educational programs and collecting associated fees.
4. Manages the collection, analysis, and compilation of samples and data related to the SRC's raptor collection.
5. Oversees and ensures proper maintenance of educational facilities, equipment, and falconry equipment.
6. Promotes the SRC, CVM, and AU through various public relations activities and assists with SRC marketing efforts.

### 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>
<b>Education</b>	Four-year college degree	Degree in Science, Wildlife, Zoology, Biology, Environmental Science, or related field.
<b>Experience (yrs.)</b>	5	Experience in supervision of wildlife, naturalist, or zoological services, and in public presentations

#### 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 raptor husbandry and management techniques, as well as demonstrable knowledge of classical falconry techniques.

#### Certification or Licensure Requirements

Master Falconer Class Permit or demonstrable knowledge and experience in classical falconry technique; Valid driver's license

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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.

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, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 8/5/2013

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