
Auburn University Job Description

Job Title: **Asst Dir, Bus Ops & Strat Init**

Job Family: No Family

Job Code: **GA21**

Grade RE11 \$69,400 - \$124,900

FLSA status: Exempt

Job Summary

Provides professional assistance and advice to the Executive Director of the Office for External Engagement in relation to business operations, economic development activity, special projects, programs, initiatives and communications, including internal and external relations.

Essential Functions

1. Provides leadership and executes special projects and initiatives for the Office of the Vice President for Research and Economic Development (OVPRED). Project responsibilities relate to administration, economic development, external engagement, communications, and may include special requests from other units under the OVPRED.
2. Serves on, leads, and coordinates various committees and task forces, as well as directs essential administrative functions.
3. Develops relationships with Auburn University constituents/clients including state and national commodity groups, industry representatives, federal and state agencies, and similar as appropriate to advance the research and economic development missions of the University.
4. Works directly with the Executive Director of External Engagement and the Executive Director of the Auburn Research and Technology Foundation to develop and deliver key messages through presentations, print and electronic media; coordinates and oversees the development of a range of websites and social media accounts. Develops and deploys best practices for digital communications.
5. Assembles reports, presentations, and other materials, including but not limited to information for Board of Trustees meetings, the Auburn Research and Technology Foundation Board, federal and state legislative delegations, as well as other key constituencies.
6. Contributes to the development and implementation of strategies to advance research and economic development activity through extramural funding sources that include but are not limited to sponsored programs, gifts and endowments, fee based programs, products and activities, industrial boards and other approaches.
7. Develops relationships with Auburn University constituents/clients to include state and national commodity groups, industry representatives, federal and state agencies and similar as appropriate to advance the research and economic development missions of the University.
8. Solicits and reviews proposals and contracts from outside professional service providers, and serves as their primary point of contact / University interface for specialty publications, microsites, print and digital advertising, augmented reality or similar services related to research and economic development.
9. Interfaces with faculty and staff of AU colleges, schools, departments, AAES, and ACES.
10. Develops and directs the use of Auburn University augmented reality platform, TigerView.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to

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performance reviews of other employees.

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	Degree in Business, Economics, Communications, or Public Relations.
Experience (yrs.)	8	Professional level experience in higher education administration, business operations, economic development, public relations or communications with progressively increasing levels of responsibility and accountability. Must have experience in program management, special event planning, organizational analysis, resource allocation, and budget analysis/management. Must have at least one year mentoring or leading other full-time employees.

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

Knowledge of land grant university environment, mission, and operational culture. Knowledge of the relationship between university research and innovation, and economic development.

Certification or Licensure Requirements

None Required.

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

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

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

Date: 2/21/2018
