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## Auburn University Job Description

Job Title: **Dir, BusinessOps-AlumniAffairs**

Job Family: No Family

Job Code: **OB08**

Grade UA09 \$64,700 - \$116,500

FLSA status: Exempt

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### Job Summary

Directs the strategic planning and operations of Alumni Affairs that supports the mission of Auburn University.

### Essential Functions

1. Directs and manages strategic planning, organizational analysis, business development, and program assessment of the Alumni Affairs division
2. Prepares and manages the departmental operating budget, provides financial reporting and analysis for funding activities.
3. Oversees all human resources activities including organizational design, position development, new employee recruitment, performance evaluations, new employee orientation, reclassification, promotion, and student employment.
4. Serves as the primary contact for all contractual agreements for Alumni Affairs and Alumni Association, prepares reports for various agencies as needed.
5. Oversees all operational activities within the Alumni Center, including management and maintenance of facility, security, and rental agreements.
6. Coordinates and oversees special projects, programs and management related tasks affiliated with Alumni Affairs.
7. The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

### 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 Accounting, Finance, Business Administration, or related field
<b>Experience (yrs.)</b>	6	Experience in accounting, financial management, and business operations.

#### 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 accounting, budget, and management principles and practices, financial and business administration practices.

#### Certification or Licensure Requirements

None required

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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, sitting, reaching, talking, hearing, handling objects with hands, .

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

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

Date: 5/4/2016

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