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## Auburn University Job Description

Job Title: **Asst Dir, Cntr Art&Humanities**

Job Family: No Family

Job Code: **CA21**

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

FLSA status: Exempt

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### Job Summary

Oversees and coordinates administrative functions and operations for the Center for Arts and Humanities.

### Essential Functions

1. Serves as the center's financial officer to include overseeing and managing center and project budgets.
2. Develops and implements major statewide and regional arts and humanities outreach projects.
3. Develops and supervises service learning and civic engagement initiatives.
4. Assists in the formulation of the center's long-range and strategic plans and lead the development and implementation of program evaluation.

### 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>	Masters Degree	Degree in Liberal Arts, Arts and Humanities or a closely related field
<b>Experience (yrs.)</b>	5	Experience in outreach, communications, administrative management, and service learning/civic engagement.

#### 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

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

Job occasionally requires walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 1/4/2012

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