AUBURN
Human Resources

Dir, International Programs Initiatives

Job Description

JOB INFORMATION

Job Code	AA26
Job Description Title	Dir, International Programs Initiatives
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Global Initiatives

JOB SUMMARY

Leads Auburn University's initiatives on international branding, student recruitment, alumni affairs, and development.

RESPONSIBILITIES

- Directs AU's international alumni affairs efforts through coordination with the Auburn Alumni Association and the Office of Development.
- Directs AU's international recruitment efforts to include directing and planning recruitment programs and events at international locations.
- Directs the international marketing efforts of the university to include, but not limited to, designing web content, recruiting materials, literary contact, and foreign media outlet content.
- Develops, manages, and maintains websites, content, databases, and processes related to the Office of International Programs through oversight and supervision of IT staff.
- Plans and executes on-campus and international events that host diplomats, government officials, AU alumni, faculty, staff, and/or students; maintains budget and expenditure reporting related to such events.
- Represents the Assistant Provost for International Programs in meetings involving joint initiatives between AU and international partners and clients; responsible for ensuring completion of accurate reporting on initiatives.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Business, Liberal Arts, or related field	and	5 years of	experience in event planning, marketing, and communication services.	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education structure, policies, and procedures;	
International travel and cultures;	
Event planning, meeting organization, and office procedures and practices	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Valid United States Passport	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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