AUBURN
Human Resources

Dir, OLLI

Job Description

JOB INFORMATION

Job Code	AA52
Job Description Title	Dir, OLLI
Pay Grade	OP11
Range Minimum	$62,360
33rd %	$76,910
Range Midpoint	$84,190
67th %	$91,460
Range Maximum	$106,010
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:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Reporting to the Vice President for University Outreach and Associate Provost, the Osher Lifelong Learning Institute (OLLI) Director directs and oversees the operations of the Osher Lifelong Learning Institute (OLLI) at Auburn University. These operations include administration, budgeting and finance, academic and public programming, membership, community engagement and outreach, fundraising and development, advertising, and planning.

RESPONSIBILITIES

- Guides and implements OLLI activities with the OLLI leadership board and with University administration and departments; develops short-term and long-range plans that meet OLLI's mission and align with the University Outreach's strategic plan and mission.
- Provides leadership to staff and volunteers to plan and implement a schedule of both in-person and virtual academic and non-academic classes public programs, workshops, and social activities over three quarters and summer term each year, regularly assessing quality of programs and satisfaction of audiences.
- Conceptualizes, administers, and oversees fundraising and development programs, focusing on the development and maintenance of building and grounds, program finances, and scholarships. Seeks outside funds through granting organizations.
- Initiates, organizes and maintains partnerships with other University Outreach units, campus, and community programs and organizations to enhance programming and community engagement and fulfill Outreach's mission. Communicates regularly with Bernard Osher Foundation and National Resource Center, providing reports on the founding endowment and subsequent grants, and tracking OLLI at Auburn's progress in relation to other OLLI campuses. Communicates with staff at OLLI at Auburn University at Montgomery. Attends and contributes to occasional regional and national meetings of OLLI staff and volunteer leadership.
- Develops budget in compliance with University schedule and guidelines. Oversees OLLI finances and budgeting; prepares three-year budget with input from the OLLI Board.
- Assesses and implements membership enrollment goals, guiding volunteer committee strategies for member recruitment, maintenance, and retention. Develops and implements plans for growing an inclusive and diverse organization. Oversees publicity through media outlets, including newspaper, radio, and social media. Maintains content for OLLI website and collaborates with Outreach designers to produce promotional print products.
- Communicates all OLLI news through the OLLI at Auburn website and the local media; arranges for local and regional publicity, advertising and promotion.
- Works with campus facilities management to oversee OLLI's administrative offices; negotiates space and classrooms for academic and social programs during the academic year and over the summer. Works to adapt space for virtual classrooms.

RESPONSIBILITIES

- Supervises, leads OLLI staff, including full time administrative staff and an outreach program administrator, temporary employees, student workers, and interns, training, evaluating, making pay and promotion recommendations, and other employment decisions. Focuses on creating a safe and welcoming place for staff and volunteers.

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	
Master's Degree	in Adult Education, Communications, Management or related field.	and	5 years of	experience in an academic setting working with administrators; experience working with volunteers.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting principles and not-for-profit organization management.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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			
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.