AUBURN
Human Resources

JCSM Academic Engagement Manager

Job Description

JOB INFORMATION

Job Code	AB29
Job Description Title	JCSM Academic Engagement Manager
Pay Grade	LM08
Range Minimum	$45,040
33rd %	$54,040
Range Midpoint	$58,550
67th %	$63,050
Range Maximum	$72,060
Exemption Status	Exempt
Approved Date:	8/7/2025 12:06:20 PM

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Museum Operations

JOB SUMMARY

Reporting to the Director of Education, Engagement, and Learning, the Academic Engagement Manager advances a range of teaching, learning, and research activities that connect the Jule Collins Smith Museum of Fine Art across campus and facilitates cross-disciplinary learning and engagement opportunities with faculty, students, and staff. Assists with designing, developing, expanding, facilitating, and evaluating all university engagements, including course engagement for classes teaching with objects. Leads student-centered programming, including the museum's Student Advisory Board and Student Guide corps. Working collaboratively with colleagues in the Education, Engagement, and Learning unit, the manager establishes and nurtures current and new connections between the museum and faculty, student, and staff with other academic institutions.

RESPONSIBILITIES

- Facilitates diverse teaching, learning, and research activities related to the art collection and exhibitions at the museum for Auburn faculty, students, and staff, with a particular focus on interdisciplinary collaborations. Develops academic engagement opportunities for the museum Study Room as well as virtual and in-person opportunities for course engagement with the current exhibitions on view; and contributes to new online and digital resources published by the museum that align with the mission of the university.
- Conceptualizes, develops, and implements new teaching and learning opportunities at the museum for college and university partners at other academic institutions such as Tuskegee University and Auburn University at Montgomery, utilizing the museum's permanent collection and temporary exhibitions as a resource to support learning objectives. Develops both in-person and online and digital tools that connect the museum and our collection to college-level academic institutions outside of Auburn University in support of their teaching and learning goals.
- Manages the museum Student Guide and Student Advisory Board programs, supervising undergraduate students in their work and volunteer efforts, organizing and leading training and discussion sessions, facilitating meetings and group discussions, and developing strategies for evaluation and assessment of tour engagements and other initiatives. Working in collaboration with unit colleagues, the manager recruits, trains, mentors, and supervises students throughout their time with the museum.
- Serves as an active member of the Education, Engagement and Learning unit, collaborating with colleagues in forming and successfully working to shape museum-generated projects. Participates in museum trainings and other professional development opportunities to maintain an awareness of current practices.
- Works collaboratively with colleagues in other museum units, including Communications and External Relations to write, edit, and review public-facing material for campus engagement.
- Contributes to development and fundraising initiatives-including identifying grant opportunities, drafting proposals and other funding requests, and managing and reporting for grants-centered on innovative academic engagement and campus partnerships.

RESPONSIBILITIES

- Participates in ongoing efforts to develop museum plans, to include strategic, collections, interpretive, and Diversity, Equity, Accessibility, and Inclusion (DEAI) aspects.
- Represents the museum when needed (regionally, statewide, and nationally) and makes appropriate contributions to professional communities and wider publics, including local, regional and/or statewide community organizations; museum and University committees; and national and international scholarly and professional organizations.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	No specific discipline. Desired: Degree in Arts, Humanities, Cultural Studies, or related degree.	and	2 years of	Experience in teaching or developing and implementing academic programs, engagement, and experiences for diverse audiences. Experience in higher education desired. Desired: Experience in designing and implementing teaching and learning experiences for college and university- level courses including the design, development, and implementation of new programs that meet the academic needs of undergraduate students.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of building interdisciplinary collaborations across an academic institution at the college or university level.	
Ability to build new initiatives that support faculty with their course objectifies.	
Ability to build new relationships between academic units and arts, humanities, or other cultural organizations.	
Demonstrated skill in speaking and written communications for a wide range of stakeholders and colleagues from different cultural and social backgrounds, varying ages, language skills, and physical abilities that utilize high-level emotional intelligence.	
Knowledge and ability in implementing diverse programming for many different student populations.	
Demonstrated commitment to values of diversity, inclusion, and all others embodied in the mission of the museum and Auburn University.	
Strong problem-solving, conflict resolution, and interpersonal skills; ability to work well and collaborate effectively with and/or supervise a wide range of diverse audiences including staff, volunteers, community members, artists, funders, sponsors, students, and other constituencies.	
Excellent team and collaborative leadership skills, especially liaising with colleagues; comfortable working in a fast-paced environment leading large/ small and diverse groups; and energized about the opportunity to provide direction and mentorship through inspiration, consistency, and example.	
Strong ability to mentor and support undergraduate student workers.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

With attention to detail, demonstrated calm and flexible experience to independently or collaboratively plan, organize, and implement work to meet deadlines, unexpected business needs, and/or multiple changing priorities; keep up with high work volume often under pressure; multitask.	
Excellent planning, organizational, financial, and administrative skills with attention to detail while incorporating the broader goals of the organization.	
Ability to strategize, set and meet goals, and be proactive.	
Embrace the use and implementation of field trends and best practices for stakeholder experience related to visual arts and its multi-disciplinary intersections, with a demonstrated commitment to excellence, innovation, and progressivism.	
Knowledge in designing and conducting assessments and evaluations, including keeping statistics, and gathering and analyzing quantitative and qualitative data.	
Working knowledge of quantitative and qualitative data and/or program assessment.	
Ability to contribute to development and fund-raising initiatives, including active participation in grant writing, management, and reporting.	

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	
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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

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