AUBURN
Human Resources

Dir, Outreach & Continuing Education Programs

Job Description

JOB INFORMATION

Job Code	AC12
Job Description Title	Dir, Outreach & Continuing Education Programs
Pay Grade	AA13
Range Minimum	$74,550
33rd %	$94,430
Range Midpoint	$104,370
67th %	$114,310
Range Maximum	$134,190
Exemption Status	Exempt
Approved Date:	4/24/2024 11:11:24 AM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Directs the daily operations and coordinates outreach and continuing education coursework for the College of Engineer and College of Business. Oversees and coordinates with staff performing duties to include identifying opportunities for new programs, instructional design courses, marketing and recording of programs, and delivery of courses.

RESPONSIBILITIES

- Develops and implements strategic plans to successfully offer and grow online engineering programs and courses as well as continuing education for Engineering Professional Development, including online academic integrity, new credit curriculum development, course quality assurance, marketing, recruiting, student support, equipment and materials purchases, staffing, budgeting, and new facilities planning.
- Collaborates with internal and external stakeholders such as professional licensing agencies to coordinate developing, scheduling, marketing, and budgeting short Engineering Continuing Education courses and publications. Interacts with Continuing Education staff and senior leadership to set goals and budgets for this function.
- Develops, monitors, guides, and achieves the budget goals for this self-sufficient unit which includes income from tuition and short courses, salaries of professional staff and students, and related expenses such as materials, software, equipment, travel, and shipping.
- Utilizes Quality Assurance standards provided by Quality Matters and the Online Learning Consortium to monitor and achieve the highest standards of course design, speed of delivery, faculty, and staff engagement with and support of students, and other matters that directly relate to the satisfaction of the student and client with Auburn University's courses.
- Provides exemplary leadership unit morale and spirit of teamwork to achieve the mission and vision of the University, College, and department. Builds unit sustainability and performance excellence through appropriate human resource development actions, including staffing, supervising, delegating, training, and managing the team in Engineering Outreach units.
- Represents the Samual Ginn College of Engineering on Auburn University committees concerned with distance delivery and technical quality; represents the Samuel Ginn College and University to associations, industry, and others outside of Auburn University.
- Investigates and adopts new educational technology and support services when appropriate. Ensures the Samual Ginn College of Engineering offers students the most effective and efficient technological environment, including the ability to videotape and edit various short programs and video clips for academic and Continuing Education short courses.

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	Supervises others with full supervisory responsibility.

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	Degree in Business, Communications, Adult/Engineering Education, Engineering or closely related field.	and	7 years of	Experience in coordinating and/or managing the development, installation and/or use of instructional and communications technologies. Must have at least 3 years experience directly managing full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of current technologies in digital, multi-media and online educational technologies, instructional and learning theories, personnel management, marketing and accounting/budgeting principles.	

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		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.