AUBURN
Human Resources

Asst Dir, Eng Outrch/Contin Ed

Job Description

JOB INFORMATION

Job Code	AC13
Job Description Title	Asst Dir, Eng Outrch/Contin Ed
Pay Grade	AA11
Range Minimum	$59,760
33rd %	$73,700
Range Midpoint	$80,670
67th %	$87,640
Range Maximum	$101,580
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
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:	Academic Programs

JOB SUMMARY

Assists in directing the daily operations of outreach and continuing education coursework for the College of Engineering and College of Business.

RESPONSIBILITIES

- Researches, prepares, and coordinates grants proposals and contract terms and conditions.
- Assists in providing daily administrative oversight of the unit to include forecasting, developing, reconciling and monitoring of the budget.
- Determines marketing needs for the department and develops marketing materials.
- Works with engineering associations and other clientele to determine needs and develop assessment methods used to develop, design, and deliver outreach programs.
- Negotiates and interprets contracts with vendors for goods and services.
- Assists director in the development and implementation of strategic plans and operational issues.
- Prepares post-event reports, analysis and regular status reports on programs.

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 supervise employees but supervision is not the main focus of the job.

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	Degree in Management, Public/Business Administration or related field	and	3 years of	Experience in installation and/or use of instructional and communications technologies and/or curriculum development	

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 contracts and grants accounting, guidelines for proposal writing, current technologies in digital and multi-media computing, educational technologies, and instructional and learning theories.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Certified Program Planner (CPP)	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		
Wet			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.