AUBURN
Human Resources

Mgr, International Initiatives

Job Description

JOB INFORMATION

Job Code	AD73
Job Description Title	Mgr, International Initiatives
Pay Grade	MC10
Range Minimum	$58,940
33rd %	$72,700
Range Midpoint	$79,570
67th %	$86,450
Range Maximum	$100,200
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/27/2023

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Communications Strategy

JOB SUMMARY

The Manager of International Initiatives assists the Office of International Programs in advancing the university's internationalization goals through the implementation of strategic programming to enhance student, faculty, staff and alumni engagement in international activities. Manages the internal and external communication and marketing related to Auburn's international engagement and assists with managing relationships with international stakeholders.

RESPONSIBILITIES

- Assists with the development, implementation and management of strategic programs to enhance campus internationalization, including programs serving faculty, students and alumni.
- Directs the administrative and functional duties in relation to communication and marketing services for the Office of International Programs.
- Works with communications teams to develop strategic marketing and communications plan to promote the vision, mission, goals, and achievements of the Office of International Programs.
- Initiates, formulates, and implements policies, procedures, programs, and projects for improved management and compliance.
- Assists with the management of Auburn's strategic international partnerships and agreements.
- Advises, collaborates, and consults with department/program, school, and university leaders, deans, and faculty regarding communications, public relations, and marketing issues and directives related to the Office of International Programs.
- Researches, designs and composes content for dissemination through a variety of mediums, such as internal or external publications, brochures, posters, newsletters, websites, presentations, development and fundraising materials, press packages, social media or broadcast media.

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 Journalism, Communications, Marketing or related field.	and	5 years of	Experience managing organizational communication, including strategic communication planning, demonstrating increasing levels of responsibility.	

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	
None Required.		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		
Noise			X		

WORKING ENVIRONMENT

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

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