AUBURN
Human Resources

Admstr II, Instructional Outreach Programs

Job Description

JOB INFORMATION

Job Code	CA09B
Job Description Title	Admstr II, Instructional Outreach Programs
Pay Grade	OP07
Range Minimum	$43,000
33rd %	$50,170
Range Midpoint	$53,750
67th %	$57,340
Range Maximum	$64,500
Exemption Status	Exempt
Approved Date:	6/4/2024 3:06:49 PM

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Plans, coordinates, delivers, and manages outreach or extension educational services and programs to accomplish outreach goals and objectives, including communications, education, research, community assistance, and quality management. For positions where the instructional role constitutes less than half of the job responsibilities, utilize the job code CA06 for Administrator, Outreach Programs.

RESPONSIBILITIES

- Develops and delivers non-academic credit instructional training tailored to the needs of targeted groups, ensuring that the content is engaging and informative. This includes creating comprehensive lesson plans, sourcing or creating educational materials, and evaluating the effectiveness of the training provided.
- Designs and implements a comprehensive non-academic curriculum that supports the goals of the outreach programs. This involves researching the latest educational trends, aligning the curriculum with program objectives, and continuously updating the content to reflect the evolving needs of the clientele and the industry standards.
- Develops and coordinates outreach programs for targeted groups; assesses program needs, organizes program material; evaluates program success. Meets with clientele to define needs or problem areas.
- Assists in the development of or develops marketing plans and publicity materials for distribution to the target audience.
- Manages and assists in the development of budgets and maintains financial records related to a specific activity, project, or service.
- Develops and maintains a database and/or website related to a specific activity, project, or service.
- May research, prepare, and/or write grants, applications, and fundraising proposals to sources at local, state, and national levels.
- May conduct research for an activity, program, or service, and writes articles and reports, and develop strategies and avenues to disseminate the information and research.

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 discipline related to program.	and	2 years of	Experience administering educational/outreach programs or coordinating events, programs, or projects.	
	A Master's degree may be required for positions requiring specialized knowledge.				

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 LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Some positions may require content specific certification and licensing.	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			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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