AUBURN
Human Resources

Dir, Public Service

Job Description

JOB INFORMATION

Job Code	CA40
Job Description Title	Dir, Public Service
Pay Grade	OPUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/22/2021

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Reporting to the Assistant Vice President for University Outreach and Public Service, the Director of Public Service provides direction, vision, and day-to-day management of the Office of Public Service (OPS) including staff supervision and budgetary oversight. Builds and supports relationships with community partners; directs and manages databases related to public service; and collaborates with community partners to develop programming that supports food security and health and educational equity among other issues of equity. Collaborates regularly with other directors within the Outreach unit as well as across campus to ensure continuity of services and maintain program quality.

RESPONSIBILITIES

- Manages the daily operations of the Office of Public Service including office staff supervision, budget oversight, communication and marketing messaging and event development and management.
- Works in conjunction with Outreach leadership, staff and/or volunteers to develop and refine current programs, identify opportunities for new outreach programs, institute methods of assessing community-based needs, and promote programming. Maintains program metrics and key performance indicators (KPIs) including, but not limited to, Carnegie designation and strategic planning. Develops and implements OPS events, including those outside of typical university operating hours, in collaboration with other unit staff.
- Oversees public service programming which includes, but is not limited to, Campus Kitchen, AuburnServes, health equity and educational equity programming. Develops new public service programming in response to community-based needs that facilitate connections with the university.
- Responsible for initiating and maintaining communication and marketing efforts including social media oversight. Interacts frequently with campus-based partners as well as public and private constituents as assigned. Supports oversight of the database of community partners, student leaders engaged in outreach and campus-based partners as assigned.
- Maintains a database of all public service programming in preparation for the Carnegie report and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation process.
- Secures external funding for public service programming including grants and other partnerships. Prepares and submits grant proposals, research and fundraising activities on behalf of OPS to sustain new and continual programming.
- Supports the publication of Beyond Auburn including article reviews and submissions, working closely with the graphic designer and university colleagues.
- Recruits, selects, hires, trains, develops, and appraises departmental staff.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 Education, Social Work, Higher Education Administration, Public Administration, Sociology, Communication Studies, or related field. PhD is desired.	and	8 years of	Experience in program development and management while working with diverse populations to include preparing grant proposals, developing programming, evaluating programs, and developing and hosting events.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the mission of a land-grant university, a working understanding of non-profit management and functionality and a commitment to providing programming focused on issues of equity that appropriately engage university resources.	
Strong verbal and written communication skills, the ability to develop community-based programming and develop events that support programming and funding opportunities.	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.