AUBURN
Human Resources

Dir, Global Outreach

Job Description

JOB INFORMATION

Job Code	CA41
Job Description Title	Dir, Global Outreach
Pay Grade	OP11
Range Minimum	$62,360
33rd %	$76,910
Range Midpoint	$84,190
67th %	$91,460
Range Maximum	$106,010
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/8/2020

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Reporting to the Associate Provost and Vice President for University Outreach, the Director of Outreach Global is responsible for facilitating short-term education, service learning programs, training and development with foreign universities, governmental agencies, nonprofits, and other external agencies to advance the engagement of Auburn University faculty, staff, and students across the globe. Outreach Global promotes global engagement by building strategic, collaborative relationships between academic and nonacademic institutions.

RESPONSIBILITIES

- Develops and implements new service learning programs, training programs, educational and cultural tours by collaborating with both Auburn University and global partners. Identifies new global academic and non-academic institutions by communicating with potential partners through emails, conferences, and established personal and professional networks.
- Develops short-term programs for students, faculty, staff, alumni, and other non-academic groups who cannot travel overseas for study abroad programs or other programs to offer brief research and outreach activities. Develops and implements Memorandum of Understanding (MOU). Assists colleges with their respective global outreach programs.
- Oversees the overall operations of Outreach Global to provide strategic leadership and vision for the office. Responsible for the office budget and financial operations. Searches for funding opportunities through nonprofit organizations.
- Manages Outreach Global staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.
- Collaborates with Auburn University colleges, schools, departments, and other global outreach programs on campus. Leads and supports multicultural activities and enhances global learning programs though academic curriculum, lecture series, presentations, and active involvement. Develops global curriculum.
- Coordinates major Outreach Global Office scholar exchanges and visitations such as faculty development programs, training programs, and reciprocal visitations for international partners. Facilitates all global travel logistics such as meetings, accommodations, local transportation, and other related activities.
- Serves on Outreach Planning Committee, Faculty Engagement Council, Outreach Diversity and Inclusion Committee, and others. Engages with national organizations and associations representing Auburn University Global Outreach.

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	
Bachelor's Degree	No specific discipline.	and	8 years of	Experience in the design, implementation, delivery and management of educational programs/services. Five (5) years experience specifically related to international outreach and a proven record of sustaining successful global programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Expertise in the development of global educational programs and partnerships.	
Advanced knowledge of diplomatic skills and international relations.	
Knowledge of operational business, financial management, business, branding, marketing, and promotion.	
Advanced knowledge and development of Memorandum or Understandings (MOU).	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.