AUBURN
Human Resources

Dir, Academic Programs & Korea Center

Job Description

JOB INFORMATION

Job Code	CA45
Job Description Title	Dir, Academic Programs & Korea Center
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/18/2021

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Global Initiatives

JOB SUMMARY

Reporting to the Assistant Provost for International Programs, this position directs the daily operations of the Korea Center-King Sejong Institute, creating and coordinating language and cultural programs and other academic initiatives and partnerships. These initiatives include university partners, sponsoring government agencies, and collaborating with industry partners, both locally and oversees.

RESPONSIBILITIES

- Oversees and directs the daily operations of the Korea Center-King Sejong Institute, creating language and cultural programs and coordinating with other academic initiatives such as language instruction in the Department of World Languages, Auburn First dual-credit programming in Alabama, Auburn's overseas DGEV partnership for teaching English in Korea, and other sponsored programs.
- Develops and implements educational coursework (credit and non-credit) and programs to increase the quality, scalability, and sustainability of student learning opportunities at Auburn University and Alabama high schools.
- Hosts visiting scholars who are part of Korea Center initiatives and other related international academic initiatives. Schedules the courses visiting scholars teach and also coordinates the research opportunities for scholars to work with other departments on campus.
- Develops and monitors the budget for the KC/KSI and the DGEV sponsored program and supports the development of unit strategic plans for current and prospective programs and courses.
- Oversees the planning and scheduling of all online and in-person courses and ensures that branding and marketing strategies align with university and college standards.
- Convenes and attends meetings involving new international academic program initiatives on and off campus as well as outside partnership with industry to develop, manage, and maintain academic programs (courses for the companies and developing internship placements for Auburn students).
- Works with related academic and administrative departments to foster programs for student engagement by creating dual-enrollment High School courses in Korean to enhance enrollment and coordinates campus wide cross-cultural activities and programs.
- Directs, designs, and leads Summer study abroad programing to South Korea for Auburn students to complete their language Minor and Certificate requirements.
- Supervises staff members, student workers, student club officers, and sponsored language and culture interns instructors working in the center.

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	
PhD	Degree in Education, Foreign Language Instruction and Pedagogy, International Business, International Relations, or related field.	and	5 years of	Experience in Korean international partnership management, sponsored program operations, development of cultural programs, and language training.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Expert knowledge of Korean culture and language.	
Knowledge of Foreign Language pedagogy and course/program development.	
Knowledge of operations of a language and culture center.	
Ability to travel extensively, both domestically and internationally.	

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			
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.