AUBURN
Human Resources

Dir, Acad Prog & Taiwan Center

Job Description

JOB INFORMATION

Job Code	CA48
Job Description Title	Dir, Acad Prog & Taiwan 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	9/14/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Assistant Provost for International Program, this position directs the daily operations of the AU-National Cheng Kung University (AU-NCKU)Taiwan Center for Chinese Language and Culture, creating and establishing classes and programs for students and community members.

RESPONSIBILITIES

- Oversees and directs the daily operations of the AU-NCKU Taiwan Center for Language and Culture, 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, 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 the Taiwan Center initiatives and visiting scholars.
- Develops and monitors the budget for the Taiwan Center and develops the strategic plan for the Center.
- Directs staff members, student interns, and language and culture 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, Technology and Science, International Business, International Relations, or related field.	and	5 years of	Experience in Taiwan international/industrial partnership management, sponsored program operations, development of cultural programs, grant management, and language training.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Expert knowledge of Chinese language and Taiwan culture.	
Knowledge of academic unit leadership or operation of a language and culture center.	

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions			X		
Vibration			X		

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