AUBURN
Human Resources

Spec, Education Development

Job Description

JOB INFORMATION

Job Code	CA63
Job Description Title	Spec, Education Development
Pay Grade	AA09
Range Minimum	$49,030
33rd %	$58,840
Range Midpoint	$63,740
67th %	$68,640
Range Maximum	$78,450
Exemption Status	Exempt
Approved Date:	2/16/2024 10:09:36 AM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

The Educational Development Specialist works closely with administrators, faculty, and teaching assistants to foster innovative teaching practices and support a variety of educational initiatives that enhance student learning outcomes by elevating the quality of teaching at Auburn University.

RESPONSIBILITIES

- Develops, delivers, and assesses professional development resources to expand emerging technology readiness and literacy for the Auburn University academic community which includes leading the facilitation and updates of emerging technology-related programming, ensuring content relevance and engagement.
- Conducts training sessions for teacher assistants, to equip them with the necessary skills and knowledge for effective teaching support.
- Assists with planning, implementation, delivery, and assessment of programs and events organized by the Biggio Center such as but not limited to New Faculty Orientation, Course (Re)Design, SoTL programs, and EASL Academy. Creates and designs content for asynchronous courses using instructional design principles, focusing on accessibility, engagement, and pedagogical effectiveness. Designs and delivers workshops for faculty, covering a range of topics pertinent to contemporary teaching methodologies and innovations.
- Maintains comprehensive records of center activities and develops compelling narratives to communicate the impact of the center to diverse audiences. Analyzes organizational data and create visualizations to inform decision-making and showcase the impact of teaching and learning initiatives.
- Engages in faculty-led initiatives in teaching and learning, partnering to bring innovative ideas to fruition. Collaborates on departmental and campus-wide initiatives.
- Develops and implements effective strategies to enhance communication and program offerings to faculty members.
- Engages actively in professional organizations such as the POD Network. Maintain awareness of trends in higher education, research on SoTL and Scholarship of Educational Development (SoED). Internally share implications of relevant findings and their impact on the unit’s work.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	No Specific Discipline		2 years of	Experience in designing and developing instructional materials and courses.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong interpersonal skills	And
Knowledge of data analysis and visualization tools such as Adobe Creative Suite.	And
Knowledge of designing and facilitating courses in multiple modalities.	And
Knowledge of graduate and undergraduate curriculum policies and procedures.	And
Strong written and verbal communication skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Travel Requirements:

None Required