AUBURN
Human Resources

Managing Dir, Community & Collegiate Programs

Job Description

JOB INFORMATION

Job Code	CA73
Job Description Title	Managing Dir, Community & Collegiate Programs
Pay Grade	OP10
Range Minimum	$55,430
33rd %	$68,370
Range Midpoint	$74,830
67th %	$81,300
Range Maximum	$94,230
Exemption Status	Exempt
Organizational use restricted to the following divisions	146 College of Human Sciences
Approved Date:	2/11/2026 6:13:30 PM

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Provides leadership and coordination for educational outreach and community-engagement programs within the Community and Collegiate Programs division in the College of Human Sciences. Oversees program development, partnership cultivation, event logistics, communications, and budget management to advance the division's mission and expand its impact.

RESPONSIBILITIES

- Provides leadership in the design, planning, and implementation of educational and outreach programs within the Community and Collegiate Programs division. Develops strategies to broaden participation, strengthen impact, and enhance program visibility.
- Cultivates and manages partnerships with nonprofit organizations, civic leaders, and university stakeholders to support collaborative learning, networking, and community-based initiatives.
- Coordinates and executes all program logistics, including registration, scheduling, venue and resource management, and operational support. Maintains accurate and accessible databases for affiliate members, event participants, and key stakeholders.
- Monitors program budgets and funding allocations to ensure fiscal responsibility and compliance. Identifies and researches sponsorship opportunities in collaboration with Cary Center leadership and the CHS Advancement team.
- Writes, edits, and manages communications across digital and print platforms, including press releases, event programs, marketing materials, sponsor recognition, and social media campaigns to expand program reach and engagement.
- Advises and supports the Student Philanthropy Board and Women’s Philanthropy Board student initiatives by coordinating educational programming, mentoring opportunities, and service-learning experiences that promote philanthropic literacy among Auburn University students.
- Evaluates program effectiveness through participant feedback, data tracking, and outcome measurement. Uses findings to inform strategic planning, reporting, and continuous improvement of future initiatives.
- Supervises and mentors student workers, providing guidance, task coordination, and professional development opportunities to enhance student learning and support the division’s operations and initiatives.

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 required	and	5 years of	experience supporting and coordinating educational outreach and community-engagement programs	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of educational outreach, community engagement, and program development practices	
Knowledge of communications and marketing principles	
Skilled in partnership building and stakeholder engagement	
Strong organizational and project-management skills	
Ability to evaluate program effectiveness using data, feedback, and measurable outcomes	
Ability to supervise, mentor, and support student workers	

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			25 lbs
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.

Travel Requirements:

In-State; Domestic