AUBURN
Human Resources

Dir, Pathway and Transfer Center Outreach

Job Description

JOB INFORMATION

Job Code	CA80
Job Description Title	Dir, Pathway and Transfer Center Outreach
Pay Grade	SR11
Range Minimum	$60,320
33rd %	$74,390
Range Midpoint	$81,430
67th %	$88,470
Range Maximum	$102,540
Exemption Status	Exempt
Approved Date:	9/26/2024 2:55:21 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Registrar

JOB SUMMARY

The Director of Pathway Outreach supports the overall mission and goals of the Pathway and Transfer center (PATC) by developing, planning, and executing educational programming for Path of the Plains and engagement for its students. Provides leadership to PACT's education and engagement efforts and serves as a strategic leader that builds, maintains, and shares Path to the Plains resources to support Auburn access and affordability for Alabama Community College students across the state.

RESPONSIBILITIES

- Develops and manages Path to the Plains collaborations Alabama Community to provide concurrent enrollment opportunities for students who intend to transfer to Auburn University to pursue a four-year degree.
- Evaluates program operational and communication needs and collaborates with campus partners, PATC staff, and Community College partners to create workable and scalable solutions.
- Creates, updates, and maintains a comprehensive content library of education plans, communication materials, and other related materials, ensuring that branding and marketing strategies align with university and PATC standards.
- Collaborates with the Director of Academic Programs for PACT to register and manages Path to the Plains students and their records, working towards leading this effort.
- Develops, delivers, and disseminates Path to the Plains orientation content in various modalities using outstanding communication and presentation skills.
- Builds, manages, and leads efforts to achieve departmental/ organizational goals. Works with the Director of Academic Programs for PATC to understand demographic, analytical, and other information about our pathway programs, student performance, and populations.
- Collaborates with the Director of Academic Programs for PATC to design and lead Exploratory programming to allow exposure of Community College students to all of Auburn's colleges and majors, self and career research, and connections with individuals across Auburn's campus.
- Advances special projects as designated by Pathway and Transfer Center and institutional needs, specifically as they relate to pathway programs, student engagement, and other strategic efforts. Convenes and attends meetings involving new program initiatives on and off campus as well as participating in outside partnerships to align academic programs with statewide organizations and initiatives.
- Develops strong relationships and internal partnerships to liaise between the Pathway and Transfer Center and Office of the Registrar to stakeholders, committees, and workgroups by managing timelines, meetings, events, parameters, work product quality, and deliverables.

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	
Bachelor's Degree	No Specific Discipline	and	5 years of	Experience in the design, implementation, delivery and management of educational programs/services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education policies and procedures.	

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			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			