AUBURN
Human Resources

Asst Dir, STEM Outreach Programs

Job Description

JOB INFORMATION

Job Code	ED25
Job Description Title	Asst Dir, STEM Outreach Programs
Pay Grade	OP11
Range Minimum	$62,360
33rd %	$76,910
Range Midpoint	$84,190
67th %	$91,460
Range Maximum	$106,010
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/24/2022

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Assists in directing, overseeing and coordinating the day-to-day operations for the Science Technology Engineering and Mathematics (STEM) outreach programs.

RESPONSIBILITIES

- Manages, implements and provides program oversight for all STEM outreach programs. Target audiences include K-12 students, teachers, administrators, and parents of K-12 students.
- Supervises and directs the daily efforts of the unit's staff, volunteers, and paid student workforce necessary to implement the unit's programs, events, and initiatives. Additionally, hires needed contract and TES employees to accomplish unit's goals, particularly for expanded summer program schedule.
- Assists the Director in the formulation of the unit's long-range and strategic plans and leads the development and implementation of program assessment and evaluation. Consults with COSAM faculty and K-12 school personnel to determine needs and develop assessment methods used to develop, design and deliver outreach programs.
- Assists in providing daily administrative oversight of the unit to include forecasting, developing, reconciling and monitoring of the budget; negotiates and interprets contracts with vendors for goods and services.
- Coordinates and plans summer trainings and academic year trainings of professionals and teachers requiring training for program participating (e.g., BEST Robotics, AP Institute, Science in Motion, grant-based programs tied to the unit, etc.). Works with Regional In-Service Center and the AL State Department of Education to document and manage professional development credits for teachers participating in COSAM Outreach sponsored training.
- Develops brochures, flyers, public service announcements, letters, websites, presentations, manuals, and other materials for the effective promotion of COSAM outreach efforts. Uses sound professional judgment on material design, production, and distribution, and exercises fiscal management on marketing activities.
- Generates post-event reports and maintains databases for the department to provide information to various Auburn departments. Assists in the development and delivery of proposals, reports, and professional information and support to other offices and departments. Provides regular status reports on programs to director of unit.

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	Degree in Communications, Public Relations, Business or related field.	and	7 years of	Experience in program and event management experience, including program oversite, marketing, record-keeping, and budget tracking. Experience in hiring and supervising staff.	And

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education policies and procedures.	
Ability to coordinate learning programs for multiple disciplines.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Drivers License - Endorsement P (Passenger)	Drivers license certification for 15-passenger van	within 1 Year	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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.