AUBURN
Human Resources

Dir, HCOP Strategic Projects

Job Description

JOB INFORMATION

Job Code	EH07
Job Description Title	Dir, HCOP Strategic Projects
Pay Grade	FOUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Organizational use restricted to the following divisions	150 College of Pharmacy
Approved Date:	1/21/2026 3:26:56 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

The Director of Strategic Projects plays a vital, collaborative role in advancing key strategic projects and initiatives that support the Harrison College of Pharmacy's (HCOP) strategic goals. The Director works closely with the administration, faculty, staff, and external constituents to drive innovation, manage strategic projects and other transformative efforts that enhance HCOP's impact.

RESPONSIBILITIES

- Collaborates with internal and external constituents in the planning, execution, and evaluation of high-impact special projects and other transformative activities and efforts.
- Ensures that special projects align with the College’s long-term vision, resource capabilities, and community engagement objectives.
- Works with faculty and administrative leaders to assess strategic projects and identify areas for improvement.
- Coordinates College-wide policies and procedures to ensure these are current and actionable.
- Fosters an environment of innovation, identifying new project opportunities that enhance the College’s reputation and impact.
- Promotes a culture of continuous improvement by identifying emerging trends, best practices, and opportunities for strategic growth.
- Provides strategic recommendations to the leadership team.
- Assists with strategic planning, reaccreditation, organizational analysis, and business development, as requested.
- Assembles reports, presentations, and other materials for the Dean and leadership team on key milestones, challenges, and opportunities related to the Strategic Plan.
- Serves on various committees, task forces, and workgroups.

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	
Master's Degree	in Business Administration, Public Administration, Higher Education Leadership, Healthcare Management, or a related field. Desired:PhD, EdD, or equivalent in a related field.	and	7 years of	experience in strategic planning, project management, institutional effectiveness, or related leadership roles in higher education, healthcare, or a research-intensive environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Experience in a College of Pharmacy or a health professions school.	
Background in grant writing, fundraising, or resource development for strategic initiatives.	
Familiarity with strategic frameworks, institutional planning, and performance assessment methodologies.	
Expertise in developing and managing large-scale collaborative projects with industry and community partners.	
Proven track record of leading and managing complex strategic initiatives, partnerships, and special projects.	
Strong analytical, organizational, and decision-making skills.	
Ability to work collaboratively with faculty, administrators, and external partners to drive strategic priorities.	
Excellent communication, presentation, and engagement skills.	

MINIMUM LICENSES & CERTIFICATIONS

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

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.