AUBURN
Human Resources

Dir, Auburn University Raptor Center

Job Description

JOB INFORMATION

Job Code	GA24
Job Description Title	Dir, Auburn University Raptor Center
Pay Grade	VT13
Range Minimum	$83,870
33rd %	$106,240
Range Midpoint	$117,420
67th %	$128,600
Range Maximum	$150,970
Exemption Status	Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	3/4/2024 11:55:50 AM

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Patient Care & Rehabilitation

JOB SUMMARY

Reporting to the Dean of the College of Veterinary Medicine (CVM), this position serves as the key strategic, academic, and management leader of the Auburn University Raptor Center (AURC), overseeing the administration, programs, and strategic plan, as well as marketing, fundraising, and community outreach functions of the Center. Collaborates with the Dean to develop the AURC's mission in concert with key partners, and is responsible for leading the AURC in a manner that supports the mission.

RESPONSIBILITIES

- Directs the administration and business functions of the Auburn University Raptor Center, implements appropriate resources to ensure AURC operations are aligned with its mission.
- Oversees AURC providing viewing of resident raptors as well as enhancing veterinary care for the best possible treatment of raptors dependent on the AURC. This includes oversight of the nature centered education space, history of Auburn University raptors, covered amphitheater for events, grandhall, gift shop, and meeting spaces. Oversees all construction, maintenance, and renovations for the Raptor Center.
- Responsible for supervising, hiring, training, supporting, evaluating, and retaining competent and qualified staff. Establishes employment and administrative policies and procedures for all functions of the Auburn University Raptor Center in collaboration with CVM Human Resources.
- Develops, manages, and maintains financial plans for the Raptor Center to ensure financial viability of the AURC. Responsible for fundraising and developing other revenue necessary to support the AURC’s mission. Prepares annual budget and updates strategic plans, and reviews financial performance quarterly with appropriate personnel. Ensures finances are maximizing utilization of resources.
- Leads the academic programs of the Auburn University Raptor Center in support of the College of Veterinary Medicine, and contributes directly to one or more aspects of the Center's mission. Ensures educational programs promote awareness and appreciation for birds of prey.
- Responsible for the enhancement of AURC's image by being active and visible in the greater Auburn community, Auburn alumni organizations and events, and on-campus events. Serves as the primary spokesperson for the AURC to various constituents, media, and the general public. Ensures the AURC is compliant with federal and state requirements.
- Directs the rehabilitative care services rendered at the rehabilitation hospital. Ensures proper care of raptors in rehabilitative and educational units under the direction of veterinary staff. Collaborates with veterinary staff within CVM regarding raptors in rehabilitation.
- Oversees and ensures proper cleanliness and maintenance of rehabilitation facilities and equipment as needed.

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 Wildlife, Zoology, Biology, Business or related field.	and	8 years of	Experience in the leadership, management, administration, and academic advancement of a raptor center or a comparable wildlife center. 2 years' experience supervising employees. Preferred experience with fundraising and/or major gift development, public speaking and/or giving presentations to diverse audiences, media interaction, to include posting on social media.	And
Doctorate of Veterinary Medicine (DVM)	Desired Doctorate of Veterinary Medicine.				

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of raptor rehabilitation, training, or education.	
Knowledge of federal and state laws and guidelines applicable to a raptor rehabilitation or education center.	
Knowledge of fundraising best practices.	
Knowledge and application of public speaking principles.	

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					
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.