AUBURN
Human Resources

Asst Dir, Solon Dixon Center

Job Description

JOB INFORMATION

Job Code	GA28
Job Description Title	Asst Dir, Solon Dixon Center
Pay Grade	AF15
Range Minimum	$55,660
33rd %	$68,650
Range Midpoint	$75,150
67th %	$81,640
Range Maximum	$94,630
Exemption Status	Exempt
Approved Date:	10/23/2024 2:12:37 PM

JOB FAMILY AND FUNCTION

Job Family:	Agriculture & Forestry
Job Function:	Forestry

JOB SUMMARY

The Assistant Director of the Solon Dixon Forestry Education Center assists the Director in managing the day-to-day operations, programs, and educational activities of the center. The position focuses on supporting the mission to promote education, research, and outreach related to forestry, wildlife, natural resources, and land management. The Assistant Director plays a critical role in fostering relationships with educational institutions, government agencies, private landowners, and other stakeholders while helping ensure the success of the Center's programs.

RESPONSIBILITIES

- Plans, implements, and evaluates educational programs and workshops related to forestry, wildlife, land management, and natural resources. Collaborate with university faculty and staff to ensure that programs meet educational objectives. Oversee the logistics of student programs, including field camps and research projects.
- Support the Director in managing the daily operations of the Center, including budgeting, scheduling, and personnel management. Ensures the proper maintenance of facilities, equipment, and field sites, and supervise staff involved in these activities.
- Assists the Director in developing and implementing the Center’s strategic plan, ensuring alignment with broader university and stakeholder goals. Identify opportunities for growth and improvement in educational programming, outreach, and research efforts.
- Serves as a Solon Dixon Forestry Education Center representative to the public, government agencies, and industry partners. Assists in organizing public events, workshops, and tours that promote the Center’s mission
- Collaborates with university faculty and researchers to facilitate field-based research projects. Ensures that research activities align with the Center’s mission and comply with environmental regulations and safety protocols.
- Supervises staff and student interns, providing guidance, training, and support.
- May maintain and operate scientific field equipment.

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	in Management, Business, Forestry, or Agricultural related fields.	and	6 years of	experience in natural resources programming and/or research.	Or
Master's Degree	in Management, Business, Forestry, or Agricultural related fields.	and	4 years of	experience in natural resources programming and/or research preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses expertise in timber harvest operations and various forestry-related activities, including facilities maintenance and forest management.	
Experience in developing and assessing forestry educational programs.	
Background in Geographical Information Systems, data storage, and scientific field equipment related to forestry.	
Strong collaboration and leadership skills.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly