AUBURN
Human Resources

Dir, Business Ops- Alumni Affairs

Job Description

JOB INFORMATION

Job Code	OB08
Job Description Title	Dir, Business Ops- Alumni Affairs
Pay Grade	UA09
Range Minimum	$72,570
33rd %	$91,920
Range Midpoint	$101,600
67th %	$111,270
Range Maximum	$130,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/4/2016

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Alumni Affairs

JOB SUMMARY

Directs the strategic planning and operations of Alumni Affairs that supports the mission of Auburn University.

RESPONSIBILITIES

- Directs and manages strategic planning, organizational analysis, business development, and program assessment of the Alumni Affairs division
- Prepares and manages the departmental operating budget, provides financial reporting and analysis for funding activities.
- Oversees all human resources activities including organizational design, position development, new employee recruitment, performance evaluations, new employee orientation, reclassification, promotion, and student employment.
- Serves as the primary contact for all contractual agreements for Alumni Affairs and Alumni Association, prepares reports for various agencies as needed.
- Oversees all operational activities within the Alumni Center, including management and maintenance of facility, security, and rental agreements.
- Coordinates and oversees special projects, programs and management related tasks affiliated with Alumni Affairs.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

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 Accounting, Finance, Business Administration, or related field	and	6 years of	Experience in accounting, financial management, and business operations.	

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 accounting, budget, and management principles and practices, financial and business administration practices.	

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.