



**JOB INFORMATION**

|                         |                          |
|-------------------------|--------------------------|
| Job Code                | AA27                     |
| Job Description Title   | Supv, OIP Bus Dev & Oper |
| Pay Grade               | AA09                     |
| Range Minimum           | \$46,900                 |
| 33rd %                  | \$56,280                 |
| Range Midpoint          | \$60,970                 |
| 67th %                  | \$65,660                 |
| Range Maximum           | \$75,040                 |
| Exemption Status        | Exempt                   |
| Approved Date:          | 1/1/1900 12:00:00 AM     |
| Legacy Date Last Edited | 11/10/2022               |

**JOB FAMILY AND FUNCTION**

|               |                                    |
|---------------|------------------------------------|
| Job Family:   | Academic Services & Administration |
| Job Function: | Global Initiatives                 |

**JOB SUMMARY**

Plans and oversees business development and the operations and personnel involved in the financial and student services functions of the Office of International Programs (OIP).

**RESPONSIBILITIES**

- Manages and coordinates campus business processes that support the international student community of Auburn University.
- Actively pursues new programming initiatives to positively impact the recruitment and enrollment in OIP programs and services; works with department administrators to develop new and existing opportunities and revenue stream on a global scale. Serves as a liaison to other departments in an effort to continually improve campus-wide operations, processes, and services geared towards international students.
- Supervises the financial services and personnel of OIP, working in conjunction with other financial entities/departments on campus.
- Participates in the budget planning process by providing budget and staffing projections, as well as historical analysis which provides insight into the financial components of OIP.
- Represents the Assistant Provost for International Programs in meetings involving international financial operations and student services; responsible for ensuring completion of initiatives and proper reporting of relevant information.

**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 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 Business, Accounting, Finance, or related field | And | 5 years of          | Experience in business operations or personnel management |

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, budgeting, and business development principles;

Higher education structure, policies, and procedures;

International student processes and requirements

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
|                         | Valid United States Passport   | Upon Hire  | 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.