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## Auburn University Job Description

Job Title: **Dir, OLLI**

Job Family: No Family

Job Code: **AA52**

Grade OP11 \$54,900 - \$93,300

FLSA status: Exempt

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### Job Summary

Reporting to the Vice President for University Outreach and Associate Provost, the Osher Lifelong Learning Institute (OLLI) Director directs and oversees the operations of the Osher Lifelong Learning Institute (OLLI) at Auburn University. These operations include administration, budgeting and finance, academic and public programming, membership, community engagement and outreach, fundraising and development, advertising, and planning.

### Essential Functions

1. Guides and implements OLLI activities with the OLLI leadership board and with University administration and departments; develops short-term and long-range plans that meet OLLI's mission and align with the University Outreach's strategic plan and mission.
  2. Provides leadership to staff and volunteers to plan and implement a schedule of both in-person and virtual academic and non-academic classes public programs, workshops, and social activities over three quarters and summer term each year, regularly assessing quality of programs and satisfaction of audiences.
  3. Conceptualizes, administers, and oversees fundraising and development programs, focusing on the development and maintenance of building and grounds, program finances, and scholarships. Seeks outside funds through granting organizations.
  4. Initiates, organizes and maintains partnerships with other University Outreach units, campus, and community programs and organizations to enhance programming and community engagement and fulfill Outreach's mission. Communicates regularly with Bernard Osher Foundation and National Resource Center, providing reports on the founding endowment and subsequent grants, and tracking OLLI at Auburn's progress in relation to other OLLI campuses. Communicates with staff at OLLI at Auburn University at Montgomery. Attends and contributes to occasional regional and national meetings of OLLI staff and volunteer leadership.
  5. Develops budget in compliance with University schedule and guidelines. Oversees OLLI finances and budgeting; prepares three-year budget with input from the OLLI Board.
  6. Assesses and implements membership enrollment goals, guiding volunteer committee strategies for member recruitment, maintenance, and retention. Develops and implements plans for growing an inclusive and diverse organization. Oversees publicity through media outlets, including newspaper, radio, and social media. Maintains content for OLLI website and collaborates with Outreach designers to produce promotional print products.
  7. Communicates all OLLI news through the OLLI at Auburn website and the local media; arranges for local and regional publicity, advertising and promotion.
  8. Works with campus facilities management to oversee OLLI's administrative offices; negotiates space and classrooms for academic and social programs during the academic year and over the summer. Works to adapt space for virtual classrooms.
  9. Supervises, leads OLLI staff, including full time administrative staff and an outreach program administrator, temporary employees, student workers, and interns, training, evaluating, making pay and promotion recommendations, and other employment decisions. Focuses on creating a safe and welcoming place for staff and volunteers.
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## **Auburn University Job Description**

### **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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*



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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	Degree in Adult Education, Communications, Management or related field.
<b>Experience (yrs.)</b>	5	Experience in an academic setting working with administrators; experience working with volunteers.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of accounting principles and not-for-profit organization management.

#### **Certification or Licensure Requirements**

None required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/10/2022

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