
Auburn University Job Description

Job Title: **Manager,International Initiatives**

Job Family: No Family

Job Code: **AD73**

Grade MC10 \$54,800 - \$93,200

FLSA status: Exempt

Job Summary

The Manager of International Initiatives assists the Office of International Programs in advancing the university's internationalization goals through the implementation of strategic programming to enhance student, faculty, staff and alumni engagement in international activities. Manages the internal and external communication and marketing related to Auburn's international engagement and assists with managing relationships with international stakeholders.

Essential Functions

1. Assists with the development, implementation and management of strategic programs to enhance campus internationalization, including programs serving faculty, students and alumni.
2. Directs the administrative and functional duties in relation to communication and marketing services for the Office of International Programs.
3. Works with communications teams to develop strategic marketing and communications plan to promote the vision, mission, goals, and achievements of the Office of International Programs.
4. Initiates, formulates, and implements policies, procedures, programs, and projects for improved management and compliance.
5. Assists with the management of Auburn's strategic international partnerships and agreements.
6. Advises, collaborates, and consults with department/program, school, and university leaders, deans, and faculty regarding communications, public relations, and marketing issues and directives related to the Office of International Programs.
7. Researches, designs and composes content for dissemination through a variety of mediums, such as internal or external publications, brochures, posters, newsletters, websites, presentations, development and fundraising materials, press packages, social media or broadcast media.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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>
Education	Four-year college degree	Degree in Journalism, Communications, Marketing or related field.
Experience (yrs.)	5	Experience managing organizational communication, including strategic communication planning, demonstrating increasing levels of responsibility.

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 higher education structure, policies, and procedures; international travel and cultures; event planning, meeting organization, and office procedures and practices.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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.

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

Date: 2/27/2023
