
Auburn University Job Description

Job Title: **Asst Dir, Outreach Programs**

Job Family: No Family

Job Code: **CA33**

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

FLSA status: Exempt

Job Summary

Plans, coordinates, delivers and manages outreach or extension educational services and programs for Professional & Continuing Education to accomplish outreach goals and objectives including communication, education, research, community, assistance and quality management.

Essential Functions

1. Develops and coordinates outreach programs for target groups; assesses program needs, organizes program materials; evaluates program success.
2. Develops relationships with program recipients by meeting with clientele to define needs or problem areas.
3. Assists in the development and implementation of strategic plans and operational issues.
4. Assists in tracking projects through the phases of identification, requirement/scope development, estimating/budgeting, planning, design, procurement, and construction.
5. Assists in providing administrative oversight of the unit to include forecasting, developing, reconciling and monitoring of the budget.
6. Generates reports and maintains databases for the department to provide information to various departments, clients, and/or staff.
7. Assists in the review of all work including review, approval and signature on proposals and contracts ensuring consistency and compliance with institutional, state, federal and other regulations.
8. Supervises and develops a staff of outreach administrators and/or outreach support staff to provide services and training for delivered programs.
9. Participates in departmental strategic and operational planning and execution of programs.

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> |
|--------------------------|--------------------------|--|
| Education | Four-year college degree | Degree in discipline appropriate to position. |
| Experience (yrs.) | 7 | Experience in the design, implementation, delivery and management of educational programs/services |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge of principles, practices, and procedures of particular field of specialization. Knowledge of related fields and areas of operation, which affect, or are affected by, own area.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 6/29/2016
