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## Auburn University Job Description

Job Title: **Dir, Public Service**

Job Family: No Family

Job Code: **CA40**

Unclassified

FLSA status: Exempt

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### Job Summary

Reporting to the Assistant Vice President for University Outreach and Public Service, the Director of Public Service provides direction, vision, and day-to-day management of the Office of Public Service (OPS) including staff supervision and budgetary oversight. Builds and supports relationships with community partners; directs and manages databases related to public service; and collaborates with community partners to develop programming that supports food security and health and educational equity among other issues of equity. Collaborates regularly with other directors within the Outreach unit as well as across campus to ensure continuity of services and maintain program quality.

### Essential Functions

1. Manages the daily operations of the Office of Public Service including office staff supervision, budget oversight, communication and marketing messaging and event development and management.
2. Works in conjunction with Outreach leadership, staff and/or volunteers to develop and refine current programs, identify opportunities for new outreach programs, institute methods of assessing community-based needs, and promote programming. Maintains program metrics and key performance indicators (KPIs) including, but not limited to, Carnegie designation and strategic planning. Develops and implements OPS events, including those outside of typical university operating hours, in collaboration with other unit staff.
3. Oversees public service programming which includes, but is not limited to, Campus Kitchen, AuburnServes, health equity and educational equity programming. Develops new public service programming in response to community-based needs that facilitate connections with the university.
4. Responsible for initiating and maintaining communication and marketing efforts including social media oversight. Interacts frequently with campus-based partners as well as public and private constituents as assigned. Supports oversight of the database of community partners, student leaders engaged in outreach and campus-based partners as assigned.
5. Maintains a database of all public service programming in preparation for the Carnegie report and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation process.
6. Secures external funding for public service programming including grants and other partnerships. Prepares and submits grant proposals, research and fundraising activities on behalf of OPS to sustain new and continual programming.
7. Supports the publication of Beyond Auburn including article reviews and submissions, working closely with the graphic designer and university colleagues.
8. Recruits, selects, hires, trains, develops, and appraises departmental staff.
9. Performs other related duties as assigned by supervisor.

### 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.

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## **Auburn University Job Description**

*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 Education, Social Work, Higher Education Administration, Public Administration, Sociology, Communication Studies, or related field. PhD is desired.
<b>Experience (yrs.)</b>	8	Experience in program development and management while working with diverse populations to include preparing grant proposals, developing programming, evaluating programs, and developing and hosting events.

**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 the mission of a land-grant university, a working understanding of non-profit management and functionality and a commitment to providing programming focused on issues of equity that appropriately engage university resources. Strong verbal and written communication skills, the ability to develop community-based programming and develop events that support programming and funding opportunities.

**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.

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 25 pounds.

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

Date: 11/22/2021

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