
Auburn University Job Description

Job Title: **Dir, Acad Prog & Taiwan Center**

Job Family: No Family

Job Code: **CA48**

Grade AA12: \$60,900 - \$109,600

FLSA status: Exempt

Job Summary

Reporting to the Assistant Provost for International Program, this position directs the daily operations of the AU-National Cheng Kung University (AU-NCKU) Taiwan Center for Chinese Language and Culture, creating and establishing classes and programs for students and community members.

Essential Functions

1. Oversees and directs the daily operations of the AU-NCKU Taiwan Center for Language and Culture, creating language and cultural programs and coordinating with other academic initiatives such as language instruction in the Department of World Languages, Auburn First dual-credit programming in Alabama, and other sponsored programs.
2. Develops and implements educational coursework (credit and non-credit) and programs to increase the quality, scalability, and sustainability of student learning opportunities at Auburn University and Alabama high schools.
3. Hosts the Taiwan Center initiatives and visiting scholars.
4. Develops and monitors the budget for the Taiwan Center and develops the strategic plan for the Center.
5. Directs staff members, student interns, and language and culture instructors working in the center.
6. May perform other duties as assigned.

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	Ph.D.	Degree in Education, Foreign Language Instruction and Pedagogy, Technology and Science, International Business, International Relations, or related field.
Experience (yrs.)	5	Experience in Taiwan international/industrial partnership management, sponsored program operations, development of cultural programs, grant management, and language training.

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

Expert knowledge of Chinese language and Taiwan culture.

Knowledge of academic unit leadership or operation of a language and culture center.

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 walking, sitting, reaching, talking, hearing, .

Job occasionally requires handling objects with hands, and lifting up to 25 pounds.

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

Date: 9/14/2022
