

JOB INFORMATION

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| Job Code | CA73 |
| Job Description Title | Managing Dir, Community & Collegiate Programs |
| Pay Grade | OP10 |
| Range Minimum | \$54,350 |
| 33rd % | \$67,030 |
| Range Midpoint | \$73,370 |
| 67th % | \$79,710 |
| Range Maximum | \$92,390 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 146 College of Human Sciences |
| Approved Date: | 2/11/2026 6:13:30 PM |

JOB FAMILY AND FUNCTION

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|---------------|----------------------|
| Job Family: | Outreach & Extension |
| Job Function: | Community Engagement |

JOB SUMMARY

Provides leadership and coordination for educational outreach and community-engagement programs within the Community and Collegiate Programs division in the College of Human Sciences. Oversees program development, partnership cultivation, event logistics, communications, and budget management to advance the division's mission and expand its impact.

RESPONSIBILITIES

- Provides leadership in the design, planning, and implementation of educational and outreach programs within the Community and Collegiate Programs division. Develops strategies to broaden participation, strengthen impact, and enhance program visibility.
- Cultivates and manages partnerships with nonprofit organizations, civic leaders, and university stakeholders to support collaborative learning, networking, and community-based initiatives.
- Coordinates and executes all program logistics, including registration, scheduling, venue and resource management, and operational support. Maintains accurate and accessible databases for affiliate members, event participants, and key stakeholders.
- Monitors program budgets and funding allocations to ensure fiscal responsibility and compliance. Identifies and researches sponsorship opportunities in collaboration with Cary Center leadership and the CHS Advancement team.
- Writes, edits, and manages communications across digital and print platforms, including press releases, event programs, marketing materials, sponsor recognition, and social media campaigns to expand program reach and engagement.
- Advises and supports the Student Philanthropy Board and Women’s Philanthropy Board student initiatives by coordinating educational programming, mentoring opportunities, and service-learning experiences that promote philanthropic literacy among Auburn University students.
- Evaluates program effectiveness through participant feedback, data tracking, and outcome measurement. Uses findings to inform strategic planning, reporting, and continuous improvement of future initiatives.
- Supervises and mentors student workers, providing guidance, task coordination, and professional development opportunities to enhance student learning and support the division’s operations and initiatives.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department’s needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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| 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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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|---------------------------------|-----|---------------------|---|--|
| Bachelor's Degree | no specific discipline required | and | 5 years of | experience supporting and coordinating educational outreach and community-engagement programs | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|--|--|
| Knowledge of educational outreach, community engagement, and program development practices | |
| Knowledge of communications and marketing principles | |
| Skilled in partnership building and stakeholder engagement | |
| Strong organizational and project-management skills | |
| Ability to evaluate program effectiveness using data, feedback, and measurable outcomes | |
| Ability to supervise, mentor, and support student workers | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

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|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | | | X | | | 25 lbs |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State; Domestic