

Assistant Vice President for University Outreach & Public
Service
Auburn University

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Posted Oct. 29, 2020, set to expire Mar. 13, 2021

Job Title	Assistant Vice President for University Outreach & Public Service
Department	Office of Public Service
Institution	Auburn University Auburn, Alabama
Date Posted	Oct. 29, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Public Relations/Marketing Development/Institutional Advancement
Job Website	http://www.auemployment.com/postings/19834

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Job Description

This position will assist the Vice President in formulating, implementing, and monitoring university-wide plans, strategies, policies, programs, and budgets to foster comprehensive outreach and public service programs. Serve as an advocate for the Outreach mission and work with central administrators, deans, faculty, directors of outreach units and others to ensure effective, high quality outreach and public service programming throughout Auburn University.

Primary Responsibilities:

- Provide supervision and guidance to the reporting unit directors regarding program administration, budget development and fiscal oversight of their departments and/or programs.
- Oversee the production and implementation of special reports and projects, make recommendations, and systematically evaluate outreach program delivery capacity across the university.
- Identify outreach and public service opportunities in the State of Alabama, regionally, nationally, and

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internationally; serve as a point person to advance institutional and community relationships; and promote "service-learning" and community engaged programs.

- Conduct development-related research and fundraising strategies with respect to corporate, federal, foundation and other sources to support on-going and emerging outreach and public service projects at Auburn University. This will entail cultivating contacts, keeping the outreach community informed of funding opportunities and stimulating the outreach community to pursue opportunities.
- Direct the strategic planning process with the Vice President's Office, work with units reporting to the Vice President to monitor progress in achieving their strategic planning goals, and produce an annual report for the Vice President on major university-wide outreach accomplishments toward strategic priorities.
- Keep abreast of national developments in the "engaged university" movement and work closely with the Vice President to maintain and expand upon Auburn University's status as a Carnegie Foundation Community Engagement institution.
- Represent the Vice President and the Outreach Division in numerous events, activities, and committee meetings.
- Perform other duties related to the Division of University Outreach as directed.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact