Position Announcement

Associate Director

The Government and Economic Development Institute (GEDI) at Auburn University invites applications for the non-tenure track faculty position of Associate Director. GEDI is a unit of Office of the Vice President for University Outreach. The Institute’s mission is to “promote effective government policy and management, economic prosperity, and improved quality of life for Alabama communities.” The Institute’s divisions include: education and professional development; community assistance, engagement and consulting; and applied and policy research.

Job Summary

Under the direction of the Executive Director, the individual in this position provides leadership and support for services and programs to accomplish GEDI goals and objectives related to education, research, community assistance, and quality management. Specific duties include:

• Work closely with the Executive Director to identify opportunities and define, promote, and manage programs to address needs in training and technical assistance
• Provide monitoring and oversight of the Institute’s financial and human resources and administrative systems
• Conduct applied and policy research
• Develop new outreach programs and projects consistent with the Institute’s mission
• Secure grants and other extramural funding
• Represent GEDI within the University and maintain positive, collaborative relationships with academic departments
• Manage the Auburn University graduate minor in economic development
• Represent the Institute to external stakeholders and maintain positive, collaborative relationships
• Other duties as assigned by the Executive Director

Minimum Qualifications

• Master’s degree from an accredited institution in Public Administration, Political Science, Business Administration, Economics, Higher Education Administration, or a related field
• Five years of management experience in the public sector, university administration, economic development, or related field
• Strong organizational and management skills related to project planning, development, and administration
• Excellent interpersonal and communication skills
• Experience in supervising other employees
• Knowledge of fundamental concepts, practices, and procedures of public administration and/or economic development
• Leadership skills and the ability to work with diverse audiences
• Success in grants acquisition and management
Desired Qualifications

- An earned doctorate from an accredited institution in Public Administration, Political Science, Business Administration, Economics, Higher Education Administration, or a related field
- Skills and experience in public budgeting, personnel administration, financial management, policy evaluation, strategic planning, organizational analysis, economic development, and distance education
- Experience in University Outreach program delivery and/or administration
- Experience in training administration, strategic planning, and community engagement projects

Application Process

Review of applications will begin February 12, 2016 and continue until a candidate is recommended for appointment. The candidate selected for this position must be able to meet eligibility requirements to work in the United States at the time appointment is scheduled to begin and continue working legally for the proposed term of employment.

Please apply electronically at: http://aufacultypositions.peopleadmin.com/posting/1083 and include the following information: letter of interest, current resume’ or curriculum vitae, transcripts, and names, addresses and telephone numbers of three references who may be contacted by the search committee.

For questions about the position, please contact Dr. Joe A. Sumners, Ph.D., Executive Director, Government & Economic Development Institute, Auburn University - 334-884-4704 or sumneja@auburn.edu.

Auburn University is an Affirmative/Equal Opportunity / Vet / Disability Employer.