**Director, Educational Outreach Standard Job Description**

**Classification Title:** Director, Educational Outreach

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director of Educational Outreach, under general direction, directs the educational outreach programs by providing leadership and. developing, supporting, and evaluating programs, services, and personnel to ensure alignment with departmental and institutional missions.

**Essential Duties and Tasks:**

**40%: Program Oversight and Development**

* Initiates and implements program marketing strategies and recommendations.
* Initiates growth and development strategies by cultivating and expanding existing education/community relationships and development opportunities through grants and solicitation of funding from private, government, foundation, and civic sources.
* Promotes and enhances relationships with faculty, graduate students, and external educators to ensure quality of programming.

**25%: Collaboration and Outreach**

* Serves as workshop presenter or institutional representative at professional conferences, educational outreach meetings, educational institutions, and community activities and events.
* Collaborates with applicable departments in support of undergraduate student recruiting initiatives.
* Collaborates in development and management to support outreach, community, and youth programs.

**15%: Administration**

* Oversees budgetary design and fiscal operations.
* Manages administration functions.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Ten years of related experience.

**Required Licenses and Certifications:**

* No required licenses or certifications.

**Required Knowledge, Skills, and Abilities:**

* Strong verbal and written communication skills.
* Strong leadership and managerial skills.
* Ability to multitask and work cooperatively with others.
* Ability to work with sensitive information and maintain confidentiality.

**Machines and Equipment:**

* Computer
* Telephone
* Copier/Printer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Ability to travel and work beyond normal business hours.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**