Job Classification Specification

Community Relations/Outreach Associate 3, Supervisor

Position Summary

Community Relations/Outreach Associate 3 is responsible for developing and administering mutually beneficial community outreach program(s) and activities. Position supervises one or more professional or support staff.

Requires in-depth knowledge and experience. Solves complex problems; takes a new perspective using existing solutions. Works independently; receives minimal guidance. Acts as a resource for colleagues with less experience. Likely to act as an informal resource for colleagues with less experience. Represents the level at which career may stabilize for many years or even until retirement.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Organizes and plans a community education or service program(s). Identifies needs and funding sources and assists in proposal preparation.

Represents the program to community organizations and to individuals. Serves as a liaison between University units and community organizations. Disseminates information to the community and soliciting feedback for program evaluation and improvement.

Facilitates discussion and problem-solving groups related to community- University concerns. Interprets program and University policy.

Provides advice and consultation to community members, organizations, and University staff on how to frame complex community issues, interpret research, and develop research designs and methods that will be both effective and mutually beneficial for community and University partners.

In partnership with department management develops new and improvements to existing community programs and procedures.

Designs, obtains funding for, and delivers continuing education or training on how to use research findings to non-University audiences.
Seeks funding to advance research projects by exploring funding sources, writing proposals, and obtaining funding for a program of research through grants, external sales, contracts and consultation.

Recruits and selects program participants. Interviews, advises, counsels, and serves as support to prospective students, study clients/patients, members of protected classes, and others program participants.

Develops and supervises preparation of communication and publicity materials to best engage internal and external audience.

**Operational Role**

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

**Scope of Measurable Impact**

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

**Independence and Decision-Making**

Actions tend to be guided by schedules, due dates, and clear deliverables -- supervision only generally occurs when there are repeat problems or missed deadlines.

**Complexity and Problem Solving**

Issues are varied; problems tend to be technical in nature and are solvable through deep technical know-how and imaginative workarounds.

**Supervision**

Has the authority to hire, transfer, promote, discharge, suspend, assign work, reward, discipline, and direct the work of both full-time and part-time University employees

**Required Qualifications**

BA/BS plus at least 4 years of experience or a combination of related education and work experience to equal seven years; often the senior-most individual contributor in a department to whom other more junior employees go to for technical guidance.
Effective 11/2/2015