

## Job Description

Job Title	Assistant Director of the Rutland Institute for Ethics
Job ID	107347
Location	Hardin 101
Full/Part Time	Full-Time
Regular/Temporary	Regular

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### JOB SUMMARY:

The Assistant Director of the Rutland Institute for Ethics (RIE) will provide support to the Director of the Institute in projects and programming for Clemson University faculty, staff and students. The Assistant Director will also develop and execute programs and projects as mutually agreed upon and assigned by the Rutland Director. Such programs will be designed to impact academics, communities, and professional sectors. Performs other duties as assigned.

### JOB DUTIES:

#### 25% - Essential - Special Projects:

Develops, executes and maintains several signature RIE programs, including The Distinguished Ethics Scholars Program, The Ethics Consortium, and The Video Ethics Competition. Also in charge of the development, marketing and execution of the RIE/RYLE Summer Camp Partnership.

#### 25% - Essential - Administration:

Supervises the assignments, activities and productivity of the RIE graduate assistant and intern. Maintains the pictorial history of the Institute. Acts as RIE administrator in budget matters, fiscal reconciliation, and department reimbursements. Assists Director with annual budgeting process

#### 20% - Essential - Outreach:

Represents the Institute by speaking to internal and external Clemson University clients and appropriate community members. Collaborates with the Director on maximizing the appropriate marketing strategy for programmatic success. Coordinates the execution and growth of the SC Ethics Consortium on an annual basis.

#### 20% - Essential - Social Media and Web Administration:

Supervises the RIE intern in charge of all social media aspects of the Institute, as well as sets goals for user growth. Develops and maintains up-to-date website presence and regularly reports data analytics associated with projected growth. Works collaboratively with various university departments to ensure the viability of the RIE web presence. Maintains a behind-the-scene presence by completing such tasks as video editing, YouTube development, etc. for greater RIE website posturing.

#### 10% - Essential - Editor and Publisher:

Provides organization and production of the Institute's bi-annual newsletter publication. Supervises the graduate assistant in developing the content of the publication and the RIE intern in the marketing of the document. Directs the printing and distribution (physical and electronic) of Institute's publications, including but not limited to the annual report.

### MINIMUM REQUIREMENTS:

Education - Bachelor's Degree

Experience - Relevant program experience.

### PREFERRED REQUIREMENTS:

Education - Master's Degree in Business, Education, and/or Communications.

Experience - 5 years of experience in program management.

### RESPONSIBILITIES

**JOB KNOWLEDGE**

Firm Job Knowledge - Firm working knowledge of concepts, practices and procedures and ability to use in varied situations

**SUPERVISORY RESPONSIBILITIES**

Supervises Student Workers only - Supervises Student workers only

**BUDGETARY RESPONSIBILITIES**

Provides Budget Input - Provides input into the budgeting process, and oversees fund allocation.

**PHYSICAL REQUIREMENTS:**

Stand for prolonged period  
Sit (stationary position) for prolonged period  
Walk or move about  
Position self to accomplish task (i.e. stoop, kneel, crawl)  
Communicate, converse, give direction, express oneself  
Move, transport, raise or lower  
Perceive, observe, clarity of vision

**WORKING CONDITIONS:**

No Work Conditions

**WORK SCHEDULE:**

Standard Hrs: 37.5; Anticipated Hiring Range (\$ 52,400.00 - \$ 70,000.00)

**ESSENTIAL PERSONNEL LEVEL**

Normal Operations - Required to follow emergency facility closure directives, and not normally expected work on-site during emergency situations.

**JOB LOCATION:**

Clemson, SC

**APPLICATION DEADLINE:**

January 13, 2023

**MILITARY AND VETERAN:****MILITARY EQUIVALENCY:**

Clemson University is proud to allow educational equivalency for military technical certifications and trainings that directly relate to the job duties.

**VETERAN PREFERENCE:**

South Carolina is making our Veterans a priority for employment in state agencies and institutions.

State policy for veteran preference states that for qualifying, full-time permanent positions, a veteran applicant may receive preference if they meet the job's minimum qualifications, were discharged under honorable conditions from the military, and submit their DD-214 for confidential review by the Office of Human Resources.

To claim Veteran Preference for qualifying positions, email [hrjob@clemson.edu](mailto:hrjob@clemson.edu) upon submission of your application.

**CLOSING STATEMENT:**

Clemson University is an AA/EEO employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. Clemson University is building a culturally diverse faculty and staff committed to working in a multicultural environment and encourages applications from minorities and women.

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