
Auburn University Job Description

Job Title:	Coord, Campus Relocation	Level I	Grade FM08 \$30,500 - \$42,700
Job Code:	NC75	Level II	Grade FM10 \$34,400 - \$48,200
FLSA status:	Exempt	Level III	Grade FM12 \$38,200 - \$57,300

Job Summary

Coordinates the planning, scheduling, and execution of campus moves (of personnel and/or furnishings and/or equipment) via contract movers and "in-house" service support movers.

Essential Functions

1. Oversees all phases of a move to include coordinating and arranging move meetings with contract movers and departments to determine move criteria and develop a move schedule.
2. Serves as liaison between the client and Facilities personnel and contract mover.
3. Confers with project manager to determine extent and type of move required and determines cost and level of assistance required by end user.
4. Works with external and Facilities personnel to resolve problems and meet the needs of the client by providing solutions for moves and other related issues.
5. Provides assistance in other areas related to relocation such as coordinating the purging of furnishings from areas so that renovations may occur.
6. Coordinates, itemizes, and allocates furnishings for re-use or surplus by the University, provides inventory information to Property Services or Surplus Property, and advises all departments on University guidelines on allocation of furnishings.
7. Develops and implements move guidelines and evaluates the performance of University contract movers.
8. Collaborates with Interior Design Department to identify furnishings in their current locations and provides layouts for furnishings in their proposed new locations.
9. Works with move contractors to store or retrieve University property from storage.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Interior Design or related field

Focus of Experience

Experience in logistical coordination to include planning the movement of furniture, equipment, and supplies

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

Valid Driver's License

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/26/2010
