AUBURN
Human Resources

Admstr I, Academic Programs

Job Description

JOB INFORMATION

Job Code	AA02A
Job Description Title	Admstr I, Academic Programs
Pay Grade	AA07
Range Minimum	$41,200
33rd %	$48,070
Range Midpoint	$51,510
67th %	$54,940
Range Maximum	$61,810
Exemption Status	Exempt
Approved Date:	7/14/2025 3:31:13 PM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Coordinates and/or directs all aspects of academic-related program(s) and service(s).

RESPONSIBILITIES

- Plans, designs, develops, executes, and/or manages strategies and programs for academic-related programs, groups, or services (may assist in this function rather than be solely responsible in the lower-level jobs of the family).
- Assists the program head with a variety of high-level administrative/professional program support responsibilities.
- Coordinates program or service activities to ensure relevant guidelines, specifications, policy, and/or procedures are enforced and followed.
- Provides information to and facilitates communication between administrators, faculty, staff, and students concerning programs/services.
- Maintains relevant databases to ensure accurate and accessible records.
- May coordinate and organize courses/classes to include activities such as student registration, room scheduling, and ensuring appropriate equipment is available.
- Monitors budget and grant funding and ensures expenditures are within specifications and in line with spending projections; may research, write, submit, and/or administer grants and proposals for submission.
- Prepares, reviews, and edits an assortment of communications through various media outlets.
- Plans and implements the management of resource development activities.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific discipline	and	0 years of	experience in project or program administration.	
Master's Degree	For positions that require the employee to teach, a Master's degree will be required.				

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold					X
Extreme heat					X
Humidity					X
Wet					X

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise					X
Hazards					X
Temperature Change					X
Atmospheric Conditions					X
Vibration					X

Vision Requirements:

Ability to see information in print and/or electronically.