AUBURN
Human Resources

Coord I, Student Services

Job Description

JOB INFORMATION

Job Code	AA04A
Job Description Title	Coord I, Student Services
Pay Grade	SR05
Range Minimum	$36,640
33rd %	$41,530
Range Midpoint	$43,970
67th %	$46,410
Range Maximum	$51,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/3/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

Coordinates projects, programs, and activities and provides services and/or advisement (one or more of the essential functions listed below) for potential and/or current students.

RESPONSIBILITIES

- Assists and advises students with academic related issues such as (but not limited to) University or college/school policies and procedures, course selection, supplemental instruction, registration, graduation application, financial aid, scholarship opportunities/processes, certification programs, assistantships, internships, and/or job skill development.
- Reviews and maintains student records such as coordinating input, evaluating transcripts, applications for admission job placement activities, and/or generating reports.
- Coordinate activities related to field experiences, internships and job placement of graduates.
- Coordinates the development and/or preparation of informational materials relevant to students, alumni, and/or donors such as (but not limited to) updating websites, creating brochures, press releases, or newsletters.
- Recruits or coordinates the recruitment of students for programs and/or projects.
- Coordinates student related programs and events for college/school to include (but not limited to) open-houses, award ceremonies, career days, student organizations, etc.
- May assist in educational related activities related to the accreditation process.
- May coordinate and/or teach UNIV courses within the incumbent's home college or school.

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 supervise employees but supervision is not the main focus of the job.

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 advising and/or coordinating student services or experience related to the specific academic area	

Substitutions Allowed for Experience	Yes
Substitution 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 LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Valid driver's license may be required for specific positions.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Chemical		X			
Dusts		X			
Poor ventilation		X			

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