AUBURN
Human Resources

Admstr, Academic Services

Job Description

JOB INFORMATION

Job Code	AA14
Job Description Title	Admstr, Academic Services
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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Academic Services Administrator coordinates and/or directs academic related services and support for a department, college, or school.

RESPONSIBILITIES

- Plans, develops, executes, and manages processes for academic related services. Administers daily business operations to include reviewing and processing departmental financial transactions, budget preparation, reporting, and other unit-specific services.
- Coordinates services to ensure relevant guidelines, specifications, policy and/or procedures are enforced and followed.
- May monitor and track departmental funds and purchasing. Reviews, approves, and creates financial transactions in accordance with fiscal policies and procedures.
- Provides human resource support for the academic department to include recruitment process of faculty, staff, and TES employees. Provides communication regarding benefits, payroll, and records management within the department. Reviews, enters, and/or approves timekeeping entries. Collaborates with Payroll to resolve timekeeping issues.
- Provides information to and assists students, employees, and faculty on operating processes, policies, procedures, and academic related services; and resolves policy related or procedural problems.
- Maintains relevant databases to ensure accurate and accessible records.
- Establishes, maintains, and ensures compliance of departmental records.
- May monitor, facilitate, and assist with assigned projects and/or programs.
- May assist in the ordering of supplies and maintains equipment.

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	3 years of	Experience in administrative and financial support services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to work in a diverse population;	
Ability to multi task;	
Superior interpersonal and teamwork skills;	
Excellent written and oral communication skills;	
Well-developed organizational skills;	
Computer and online application skills;	
Strong customer service orientation;	
Ability to assume responsibility, take initiative, and work independently and in teams;	
Demonstrated ability to build relationships with different contingencies including faculty, students, managers, employers.	

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			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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