AUBURN
Human Resources

Coord, Academic Programs

Job Description

JOB INFORMATION

Job Code	AA98
Job Description Title	Coord, Academic Programs
Pay Grade	AA05
Range Minimum	$36,300
33rd %	$41,140
Range Midpoint	$43,560
67th %	$45,980
Range Maximum	$50,820
Exemption Status	Non-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

Coordinates day-to-day operations of academic related programs and services.

RESPONSIBILITIES

- Assists in the planning, design, developing, and execution of academic related programs/groups/services.
- Coordinates a variety of administrative program support responsibilities including but not limited to, room reservations, registration for programs, communication efforts, filing, evaluating programs, and processing documents as needed.
- Organizes and coordinates event logistics for special functions.
- Provides and ensures excellent service and problem resolution in an effort to promote the program in a positive image, Maintains positive working relationships across campus and within the community.
- Maintains relevant databases to ensure accurate and accessible records.
- May prepare, review, and edit an assortment of communications through various media outlets.
- Advises others on processes, procedures, and programs. Gathers information to support programs.
- May perform a variety of clerical duties which may include filing, recordkeeping, data entry, processing forms, calendars and scheduling, mail distribution, expense vouchers, or other support duties.

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	
High School Diploma or GED		and	4 years of	experience coordinating projects or programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of best practices in regards to coordinating projects or programs.	

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.