AUBURN
Human Resources

Coord, OIP Academic Programs

Job Description

JOB INFORMATION

Job Code	AD07
Job Description Title	Coord, OIP Academic Programs
Pay Grade	AA04
Range Minimum	$33,770
33rd %	$38,270
Range Midpoint	$40,520
67th %	$42,770
Range Maximum	$47,270
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/12/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Global Initiatives

JOB SUMMARY

Coordinates daily operations of academic related programs and services within the Office of International Programs.

RESPONSIBILITIES

- Assists in the planning, design, development, and execution of academic related programs, groups, and/or services.
- Supports and maintains international teacher staffing through the recruitment, selection, and orientation of employees. Assists in the development of professional growth opportunities for teaching staff. Maintains regular contact with classes to evaluate conditions in order to attract and retain teachers that are a good fit for the program. Interviews prospective teachers with the project manager.
- 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. May arrange travel, purchase materials and services, and approve invoices. Meets financial objectives by anticipating requirements, submitting information for budget preparation, scheduling expenditures, monitoring costs, and analyzing variances.
- Maintains accurate and accessible records of all new teacher hire paperwork, resume, application, cover letter, Criminal Background Check, etc.
- Provides support in program compliance activities; performs quality assurance reviews within the program area, identifies deficiencies, and provides feedback as necessary to effectively recommend changes in the policies and procedures of the program area.
- 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.
- May prepare, review, and edit an assortment of communications through various media outlets. Collaborates with Communications and Marketing Specialists to maintain and keeps the website up to date to inform prospective teacher and current teachers.
- Organizes and coordinates event logistics for special functions.
- May serve on-call during nights, weekends, and holidays, to a limited degree, due to various time zones and dates for international teacher travel times.

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.	

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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of best practices in regards to coordinating projects or programs within the Office of International 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.