AUBURN
Human Resources

Coord I, Program

Job Description

JOB INFORMATION

Job Code	AD16A
Job Description Title	Coord I, Program
Pay Grade	AA05
Range Minimum	$36,300
33rd %	$41,140
Range Midpoint	$43,560
67th %	$45,980
Range Maximum	$50,820
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

Coordinates the recruitment and retention of under-represented minority students within a college or school.

RESPONSIBILITIES

- Plans, promotes, and implements programs for the recruitment and retention of under-represented minorities within a college or school.
- Recruits minority students by visiting high schools and higher education institutions with large groups of under-represented minorities, maintaining contacts with students, counselors, and advisors, and attending recruiting fairs.
- Assesses under represented students' academic performance and prepares reports.
- Counsels and mentors under-represented minorities in academic and career paths through regular appointments and student meetings.
- Solicits and generates funding by writing grant proposals and reports, tracking contributions, pursuing alternative funding sources for programs, scholarships, and fellowships.
- Monitors scholarships and fellowship funds.
- Administers the programs for minority incoming freshmen, including coordinating instructional events and supervising logistics related to housing, staff, transportation, extra curricular events, and industry tours.
- Prepares annual program budget.

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	in Management, Psychology, Communications, or related field	and	0 years of	experience in public relations, student recruitment, and/or student retention 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 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.