AUBURN
Human Resources

Admstr, International Initiatives

Job Description

JOB INFORMATION

Job Code	AD18
Job Description Title	Admstr, International Initiatives
Pay Grade	MC07
Range Minimum	$44,710
33rd %	$52,160
Range Midpoint	$55,890
67th %	$59,610
Range Maximum	$67,060
Exemption Status	Exempt
Approved Date:	2/4/2025 10:26:17 AM

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Communications Strategy

JOB SUMMARY

The Coordinator of International Initiatives assists the Office of International Programs in advancing university-wide internationalization goals by coordinating internal and external communication and marketing related to Auburn's international engagement. Coordinates programs to enhance student, faculty, and alumni engagement in international activities and assists with international stakeholder relationship coordination.

RESPONSIBILITIES

- Researches, designs, and composes content for dissemination through various mediums, such as internal or external publications, brochures, posters, newsletters, websites, presentations, development, fundraising materials, press packages, social media, or broadcast media.
- Collaborates with communications teams to implement strategic marketing and communications plans to promote the vision, mission, goals, and achievements of the Office of International Programs and those of Auburn University on the international level.
- Assists with the coordination of Auburn's strategic international partnerships and agreements, including coordinating the agreement approval process.
- Guides graduate students and/or TES employees within the International Initiatives division of the Office of International Programs.
- Coordinates initiatives to assist the Office of International Programs (OIP) online presence through collaboration with OIP multimedia staff.
- Assists with the implementation of strategic programs to enhance campus internationalization, including programs serving faculty, students, and alumni.

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 Marketing, Graphic Design, Art, Public Relations, Communication or Journalism	and	0 years of	experience in marketing, public relations, communication, journalism or graphic design.	Or
Associate's Degree	in Marketing, Graphic Design, Art, Public Relations, Communication or Journalism	and	3 years of	experience in marketing, public relations, communication, journalism or graphic design.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education structure, policies, and procedures; international travel and cultures; event planning, meeting organization, and office procedures and practices.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.		Upon Hire	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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

Domestic; International