AUBURN
Human Resources

Production Coordinator

Job Description

JOB INFORMATION

Job Code	AD72
Job Description Title	Production Coordinator
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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/8/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Oversees the completion of a college or division communications and marketing-related projects and tasks including, but not limited to, contractual obligations to clients and sponsors and other media and marketing collateral. Supports the Director of Communications and Marketing as a liaison for sponsored projects for other departments within the college or division. Serves as a point of contact for each project and communicates project status to all participants. Responsible for assigning tasks and creating efficiencies to ensure that projects are completed on time and on budget.

RESPONSIBILITIES

- Establishes and coordinates a variety of communication and marketing projects to ensure a timely and efficient completion by working with a variety of subject matter experts.
- Creates production schedules, workflows, summary and budget reports, sets time frames, and coordinates with other departments within a college or division and the university to ensure that project deadlines are met and within budget limitations.
- Assists the Communications & Marketing and Graphic design team including assigning tasks to appropriate personnel, schedule management, monitoring progress, performing data mapping required to support the project, and creating systems that improve efficiency.
- Develops and enhances relationships with current and future sponsored partners, including stakeholder groups.
- Reports progress to leadership and communicate regularly with clients, vendors, and other departments in a college or business. Informs supervisor of major issues and compliance risks.
- Performs data collection and analyses to provide meaningful service to clients.

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	
Some college; vocational or Associate's Degree	Degree in Business, Communication, Marketing, or related field.	and	3 years of	Experience in data collection and reporting, project management software, and communicating with clients and outside vendors.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to coordinate complex projects with limited timeframes.	
Knowledge of efficient workflows, techniques, and quality control.	
Excellent time-management and organizational skills.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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