AUBURN
Human Resources

Admstr, Advancement Business Operations

Job Description

JOB INFORMATION

Job Code	AD95
Job Description Title	Admstr, Advancement Business Operations
Pay Grade	MC08
Range Minimum	$48,360
33rd %	$58,040
Range Midpoint	$62,870
67th %	$67,710
Range Maximum	$77,380
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	3/5/2024 4:53:13 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director for Marketing, the Administrator for Advancement Business Operations is responsible for providing guidance to the entire division/college to create efficient and effective business processes. This position understands the breadth of the unit's work, how each department and function interrelates to one another, and identifies collaborative opportunities amongst staff within the department and across the division when applicable. This position also provides oversight to similar functions, particularly with high-volume communication project coordination.

RESPONSIBILITIES

- Provides guidance to all division staff in the creation, organization, and documentation of business processes. Identifies and maintains standards and procedures to ensure business continuity and enhanced constituent experiences.
- Develops processes and associated tools to provide efficiencies, automated workflows, and technological solutions to a variety of division/college work.
- Establishes and coordinates a variety of projects to ensure a timely and efficient completion by working with a variety of subject matter experts.
- Provides guidance and direction of the division leadership, specifically to ensure effective and efficient communication, project coordination, and timelines. Maintains a macro-understanding of marketing and communication projects, goals, data, outcomes, and deadlines.
- Creates production schedules, workflows, summary and budget reports, sets time frames, and coordinates with other departments to ensure that project deadlines are met and within budget.
- Reports progress to leadership and communicates regularly with staff across the Division, University, and External Vendors.
- Maintains daily/monthly department quality and productivity standards to meet department goals.
- Responsible for the assistance and guidance in the development of policies, procedures, and applications to identify, recommend, create, document, and communicate procedures in a clear and concise manner.
- Informs supervisor of major issues and compliance risks. Performs data collection and analysis 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 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	
High School Diploma or GED		and	6 years of	Experience in data collection, reporting, project management software, and communication with clients and outside vendors.	Or
Associate's Degree	No Specific Discipline.	and	3 years of	Experience in data collection, reporting, project management software, and communication with clients and outside vendors.	Or
Bachelor's Degree	No Specific Discipline.	and	2 years of	Experience in data collection, reporting, project management software, and communication 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.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

None Required