AUBURN
Human Resources

# Coord III, Initiatives

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AE18C |
| Job Description Title | Coord III, Initiatives |
| Pay Grade | AA09 |
| Range Minimum | $49,030 |
| 33rd % | $58,840 |
| Range Midpoint | $63,740 |
| 67th % | $68,640 |
| Range Maximum | $78,450 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 8/24/2017 |

## JOB FAMILY AND FUNCTION

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| Job Family: | Academic Services & Administration |
| Job Function: | Academic Programs |

## JOB SUMMARY

Coordinates, plans, and implements program initiatives for the students and/or staff members at the University level.

## RESPONSIBILITIES

- Coordinates, plans, and implements program initiatives and programs for orientation sessions, student and/or staff program trainings, and various programming for the University.
- Compiles data and prepares reports benchmarking other doctoral level institutions in relation to program initiatives and activities.
- Acts as liaison to other department, offices, schools, colleges, professional organizations, and private industries.
- Develops and implements programs that focus on recruiting candidates for admission into Auburn and/or for student and faculty employment opportunities.
- May serve as advisor for programs and/or initiatives.
- May assist with the administration and/or coordination of activities and/or program committees.
- May solicit, generate, and coordinate funding by writing grant proposals and reports, tracking contributors, pursuing alternative funding sources for programs, scholarships, and fellowships.
- May coordinate student services to include academic and career services.

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

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| 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 | |
|---|---|---|---|---|---|
| Bachelor's Degree | Degree in Education, Education Administration, Public Administration, Business Administration, Counseling or relevant field. | and | 4 years of | Professional experience in the design, coordination, and/or implementation of university and/or program initiatives. | |

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| 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

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| 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 | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Vibration | | X | | | |

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