AUBURN
Human Resources

Coord, EAGLES Prog & Ops

Job Description

JOB INFORMATION

Job Code	CA52
Job Description Title	Coord, EAGLES Prog & Ops
Pay Grade	AA08
Range Minimum	$43,580
33rd %	$52,300
Range Midpoint	$56,660
67th %	$61,010
Range Maximum	$69,730
Exemption Status	Exempt
Approved Date:	10/29/2025 5:21:27 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of the EAGLES program, this position plans, coordinates, and implements various programs designed to engage constituents for the Education to Accomplish Growth in Life Experiences for Success (EAGLES) program. Serves as a liaison between students, faculty, staff, alumni, employers, and/or stakeholders to ensure continued program success.

RESPONSIBILITIES

- Plans, develops, and assists in the execution of programs aimed at enhancing the reputation, scope, and influence of EAGLES, the College of Education, and the University overall.
- Coordinates, plans, and organizes EAGLES events to include, but not limited to, set-up, speakers' arrangements, and/or contract negotiations adhering to specific program budget.
- Perform administrative support duties as needed, including but not limited to the function of financial administrator and performing HR duties for the EAGLES program. Includes the management of day-to-day financial and human resource operations of the program including the hiring and payroll process of the Warm-Hearted Individuals Nurturing Great success (WINGS) peer mentor program that supports all EAGLES students while enrolled at Auburn University.
- Provides information to EAGLES staff, students, and constituents concerning college or school programs through presentations, inquiry response, and correspondence.
- Develops and coordinates the marketing function for EAGLES program activity and events including, but not limited to, brochures, newsletters, websites, and press releases.
- Advises EAGLES stakeholders on processes, procedures, and programs. Gathers information to support the program.
- Maintains relevant databases to ensure accurate and accessible records.
- Assists EAGLES leadership with a variety of high-level administrative/professional program specific support responsibilities.
- Creates and maintains records of EAGLES contacts and constituents. Builds relationships and promotes interaction between college/school administration, business partners, alumni, faculty, staff, and students.
- Prepares itineraries and makes travel arrangements for those involved in career initiatives, recruitment, and alumni networking.

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	
Bachelor's Degree	in no specific discipline. Degree in Communications, Marketing, Business, or a field related to the college/school and/or designated programs desired.	and	2 years of	professional experience in administration, hospitality, and/or event coordination.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Excellent interpersonal 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			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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