AUBURN
Human Resources

Coord II, Business/Administrative Services

JOB INFORMATION

Job Code	DB04B
Job Description Title	Coord II, Business/Administrative Services
Pay Grade	FO06
Range Minimum	$41,110
33rd %	$47,960
Range Midpoint	$51,380
67th %	$54,810
Range Maximum	$61,660
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/3/2012

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Provides administrative support within a school/college or administrative unit to consolidate financial and business operations forwarded from various internal subordinate departments.

RESPONSIBILITIES

- Serves as liaison for departmental administrative support personnel to advising on policy and procedure relevant to business operations, budgeting, and human resources issues.
- Coordinates daily business operations to include reviewing departmental financial transactions, budget change orders, payroll, and or travel vouchers.
- Advises students, employees, and faculty on policies and procedures concerning operational issues related to business and financial operations.
- Assists in developing and balancing the school/college/administrative unit's total budget based on financial information gathered from subordinate departments.
- Coordinates human resources processes to include recruitment of new employees and completing and reviewing personnel action forms
- Prepares or coordinates the preparation of business and financial reports.
- May be responsible for coordinating the purchase and/or maintenance of equipment and inventories.

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 administrative and financial support service. Experience must include at least 2 years at the preceding level or equivalent.	

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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work.	

MINIMUM LICENSES & CERTIFICATIONS

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

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly