AUBURN
Human Resources

Coord, Agriculture Support

Job Description

JOB INFORMATION

Job Code	DB19
Job Description Title	Coord, Agriculture Support
Pay Grade	AS09
Range Minimum	$43,910
33rd %	$51,230
Range Midpoint	$54,890
67th %	$58,550
Range Maximum	$65,870
Exemption Status	Non-Exempt
Approved Date:	5/15/2024 3:32:12 PM

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Support

JOB SUMMARY

Coordinates and provides a variety of high-level administrative business and office support for an area within the College of Agriculture or Alabama Agriculture Experiment Station. Under general direction from supervisor coordinates all office-related duties, including office support, financial, data entry, customer support, advising faculty/staff, secretarial, and clerical duties. This position may supervise or oversee the work of others within the unit, including students, TES, or others.

RESPONSIBILITIES

- Responsible through oneself or others, coordinates a variety of general administrative and office support tasks for a unit including, but not limited to, project coordination, support tasks for supervisor, data, file, and document management, preparing for various meetings, events, etc.
- Serves as the office liaison to a variety of faculty, staff, students, and external partners. May act on behalf of the supervisor in various situations.
- Coordinates a variety of administrative duties, including advising others on processes and policy for areas such as budget tracking, human resources administration, data, systems, projects or events, liaison to other departments, and vendor/outside agency point of contact. Coordinates the execution of departmental needs in collaboration with appropriate staff and departments.
- Processes and prepares work orders, approves expenditures, issues payments to vendors and suppliers, and organizes corresponding documents.
- Coordinates the flow of information, documents, tasks, data, and more between the department to ensure tasks and deadlines are achieved. Recommends improvements to supervisor for administrative and financial processes.
- Oversees the maintenance, repair, and replacement of office equipment and furniture. Manages inventory of materials, supplies, and equipment.

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 support services.	Or
Bachelor's Degree	No specific discipline.	and	3 years of	experience in administrative support services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of office procedures and practices.	
Experience with administrative and financial functions and running an office.	
Knowledge of data entry and billing.	

MINIMUM LICENSES & CERTIFICATIONS

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

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			Up to 25 pounds
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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
No special vision requirements.