AUBURN
Human Resources

Coord, Technical/Admin Support

Job Description

JOB INFORMATION

Job Code	DB40
Job Description Title	Coord, Technical/Admin Support
Pay Grade	AS07
Range Minimum	$37,140
33rd %	$43,330
Range Midpoint	$46,420
67th %	$49,520
Range Maximum	$55,700
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/7/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Plans and coordinates activities of designated projects to ensure that goals and objectives are accomplished within prescribed time frame and funding parameters. Provides varied administrative and technical support to an administrative department.

RESPONSIBILITIES

- Oversees and maintains database system(s) to include, but not limited to, work orders, equipment inventories, project templates, and/or other related information.
- Creates documentation and/or templates specific to specialty and ensures proper information is inputted into system/database for effective operational and data maintenance.
- Ensures all equipment and/or inventories are properly maintained and service is performed as needed.
- Serves as a point of contact in department and/or specialty.
- May perform data on projects, departmental operations, or other processes related to work performed.
- May plan and coordinate projects and various department processes. Performs specialized technical duties and administrative tasks.

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	
High School Diploma or GED		and	4 years of	experience in administrative support and/or coordinating projects related to specialty.	

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 general office practices, knowledge of basic math, and University policies and procedures.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Individual positions may require certifications within specialty.		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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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