AUBURN
Human Resources

Coord, Col/School Programs

Job Description

JOB INFORMATION

Job Code	EA84
Job Description Title	Coord, Col/School Programs
Pay Grade	AA07
Range Minimum	$41,200
33rd %	$48,070
Range Midpoint	$51,510
67th %	$54,940
Range Maximum	$61,810
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/7/2018

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Responsible for planning, coordinating, and implementing various programs designed to engage constituents of a college or school. Serves as a liaison between students, faculty, staff, alumni, employers, and/or other program participants and works to ensure continued program success.

RESPONSIBILITIES

- Plans, develops, and assists in the execution of programs aimed at enhancing the reputation, scope, and influence of a college or school, as well as the University overall.
- Coordinates, plans, and organizes events to include, but not limited to, set-up, speakers' arrangements, and/or contract negotiations. Ensures adherence to the special events budget of a college or school.
- Provides information to staff, students, and constituents concerning college or school programs through presentations, inquiry response, and correspondence.
- Develops and coordinates the marketing function for assigned programs including, but not limited to, brochures, newsletters, websites, and press releases.
- Creates and maintains records of 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.
- May perform high level administrative support duties as needed.

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	Degree in Communications, Marketing, Business, or field related to college/school and/or designated programs.	and	3 years of	Professional experience in administration, hospitality, and/or event coordination.	

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

Excellent interpersonal and organizational skills.	
Excellent written and oral communication skills with the ability to effectively connect with a variety of constituents.	
Knowledge of project management and/or marketing practices preferred.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.