AUBURN
Human Resources

Coord, Tiger ID

Job Description

JOB INFORMATION

Job Code	EB56
Job Description Title	Coord, Tiger ID
Pay Grade	AS08
Range Minimum	$39,920
33rd %	$46,580
Range Midpoint	$49,900
67th %	$53,230
Range Maximum	$59,880
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/13/2025 2:56:35 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under the supervision of the Tiger ID Director, this position is responsible for coordinating physical and digital identification credentials for students, employees, and affiliates. Performs a variety of departmental coordination duties under minimal supervision.

RESPONSIBILITIES

- Creates and maintains account records for various non-student entities.
- Creates student, employee and affiliate identification credentials and maintains an appropriate inventory of supplies and ensures proper operation of all ID card systems.
- Performs backup administrative duties for campus id production systems.
- Provides budget preparation, tracking, monitoring and auditing, payroll processing, travel and expense voucher processing, and other accounting and financial tasks.
- Purchases, repairs, or replaces equipment and devices required for department usage.
- Coordinates off-campus merchant program which includes reviewing requests for potential merchants, troubleshooting issues related to student and employee purchases, and providing or retrieving AU equipment to and from off-campus merchants.
- Processes financial transaction documents and performs other administrative tasks 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	
High School Diploma or GED		and	7 years of	front office administration experience, customer service experience, high-traffic office environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic math skills, customer service delivery standards, Auburn University policies and procedures related to new hires of all employee types.	
Privacy regulations of personal identification information.	
Strong organizational skills, attention to detail, and proficiency in administrative and financial processes.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration		X			

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