AUBURN
Human Resources

Coord, Materials - AMSTI

Job Description

JOB INFORMATION

Job Code	ED17
Job Description Title	Coord, Materials - AMSTI
Pay Grade	AA05
Range Minimum	$36,300
33rd %	$41,140
Range Midpoint	$43,560
67th %	$45,980
Range Maximum	$50,820
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/12/2013

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates the warehouse operations for the Alabama Math, Science, and Technology Initiative (AMSTI) materials distribution and refurbishment center to include the refurbishment process, inventory control and shipping and handling.

RESPONSIBILITIES

- Constructs and refurbishes math and science teaching kits.
- Maintains the AMSTI Inventory Management System (AIMS) ensuring that kits and materials are distributed to the correct schools on the correct date.
- Ensures teacher professional development information is input into the AIMS system in a timely manner to include entering teachers into the program, removing teachers from the program, updating teacher certifications, and updating required training dates.
- Unload, inventory, barcode, and stock materials received from vendors.
- Assists in the coordination of purchasing inventory, creating distribution schedule, and organizing kits for pick-up and return by schools.
- Acts as a liaison, coordinating between AMSTI Specialists, external trainers, and AMSTI materials center, to include handling materials requests, A/V equipment requests, and check out of kits.
- Assists the AMSTI staff with preparation for programs, presentations, and operation of the materials center.
- Oversees the scheduling of the training rooms for AMSTI summer institutes, to include set-up, take down, and layout.

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	High School Diploma or equivalent	and	3 years of	Experience in materials purchasing and warehouse operations	

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 inventory control and safety rules and regulations for warehouse operations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Valid Driver's License	Upon Hire	Required	And
Forklift Certification	Fork Lift Certification may be required for some positions	Upon Hire	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.