AUBURN
Human Resources

Coord, Score

Job Description

JOB INFORMATION

Job Code	ED30
Job Description Title	Coord, Score
Pay Grade	OP03
Range Minimum	$33,480
33rd %	$37,380
Range Midpoint	$39,330
67th %	$41,290
Range Maximum	$45,190
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/17/2019

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Supports the day-to-day operations for the Southeastern Center of Robotics Education (SCORE) outreach programs.

RESPONSIBILITIES

- Assists in planning and executing events for VEX Robotics K-12 Tournaments hosted by or supported by the Southeastern Center of Robotics Education (SCORE) at Auburn University. Communicates with on-site VEX tournament hosts for pre-planning logistics and provides on-site event support during tournament.
- Assists with the coordination and implementation of robotics-based programs, camps, trainings, and competitions at SCORE that serve the overall mission of the center.
- Maintains and repairs current equipment/kits for SCORE, including but not limited to robots and robotics kits, 3-D printing machines, VEX tournament equipment, training computers, drones, travel trailer and vehicles. Orders new equipment/kits as needed.
- Assists with developing and distributing marketing materials for SCORE programs, including print materials and website maintenance.
- Travels as needed to assist partner sites and/or schools hosting robotics education competitions, trainings, and programs.

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		0 years of	Experience participating in robotics-related programs or working with similar systems.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of educational robots and robotics kits used in VEX, BEST, SeaPerch, and other similar programs and systems.	
Must have working knowledge of operational logistics needed to plan and implement Robotics tournaments (e.g. VEX-IQ, VRC, BEST, SeaPerch, etc.), including setting up video displays, sound systems, playing fields, and operating tournament management and/or scoring systems.	

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.