AUBURN
Human Resources

Coord, PBS Communications & Systems

Job Description

JOB INFORMATION

Job Code	ED52
Job Description Title	Coord, PBS Communications & Systems
Pay Grade	FO07
Range Minimum	$44,460
33rd %	$53,360
Range Midpoint	$57,800
67th %	$62,250
Range Maximum	$71,140
Exemption Status	Exempt
Approved Date:	3/19/2024 10:36:13 AM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Procurement & Payment Services

JOB SUMMARY

Reporting to the Manager PBS Solutions Operations the Communications & Systems Coordinator assists in the creation and direction of the strategic communication efforts of Procurement & Business Services and Asset Management and the configuration and maintenance of Procurement & Business Services' third party system. This individual will also assist with creation and maintenance of all PBS publications, both print and digital, the development of training programs and reporting for both internal and external stakeholders, and with any future system implementations within the unit.

RESPONSIBILITIES

- Responsible for the coordination and development of the strategic communication plan that provides structure and streamlines the communication efforts of PBS. Works directly with members of PBS & Asset Management to develop and deliver key messages through print and electronic media. Responsible for writing, editing, and directing the generation of publications, website content, and newsletter content to positively represent PBS & Asset Management.
- Oversee the preparation and updating of existing internal publications; Spend Policy, Travel Policy, PCARD Policy, and Training manual, and helps identify new publications.
- Serve as point-of-contact for the PBS website to include documenting and communicating updates, writing announcements, and troubleshooting website issues through quarterly reviews of content and documenting areas of need.
- Responsible for the drafting and development with the design and development of training courses and associated delivery platforms that will benefit all customers by providing structure and streamlining the training process for PBS.
- Partner with subject matter experts to develop and define training content. Develops and maintains strong relationships, both internal & external, through face-to-face meetings and assist with developing KPI's for training metrics and customer satisfaction that are reported to management using a variety of metric and automation software. In addition, document internal PBS & Asset Management processes to establish process repository.
- Collaborates with leadership to maintain the maintenance of workflows to ensure efficient processing within internal systems; updating of weekly workflows and approver changes in requisition, invoice, and check request workflows. Diagnose export failures in workflows to ERP for POs & invoices to determine the best course of action for correction.
- Create new and edit existing campus addresses within internal systems and communicate address updates to suppliers. Maintain the configuration of system documents such as requisitions, purchase orders, invoices, change requests, and create and maintain custom fields as necessary.

RESPONSIBILITIES

- Assist with the review and testing of new software releases and maintenance releases to ensure successful operation of third party software. Enter support tickets through third-party software portals.
- Assist with the daily administrative functions of PBS operations when needed; including answering phone calls, mail dispersement, PCARD reconciliation, check run.

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	No supervisory responsibilities.

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	No Specific Discipline required.	and	4 years of	Experience in business or financial processes, communication planning, training, consulting, or marketing, preferably in a university setting.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
No special vision requirements.