AUBURN
Human Resources

Admstr II, Campus Sustainability

Job Description

JOB INFORMATION

Job Code	EH08B
Job Description Title	Admstr II, Campus Sustainability
Pay Grade	CP10
Range Minimum	$55,450
33rd %	$68,390
Range Midpoint	$74,860
67th %	$81,330
Range Maximum	$94,270
Exemption Status	Exempt
Approved Date:	5/20/2021 4:07:30 PM
Legacy Date Last Edited	5/21/2013

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Sustainability

JOB SUMMARY

Plans and manages campus sustainability programs and serves as an advocate for the advancement of these programs for Auburn University.

RESPONSIBILITIES

- Coordinates, plans, and implements programs and projects that promote sustainability, some of which are coordinated with other campus offices, assesses program needs, organizes materials, and evaluates program success.
- Collaborates in developing communications and outreach strategies for internal and external audiences to include website and publication of newsletters, updating social media sites, creating and managing reports, fact sheets, and other printed materials.
- Collects, analyzes, and organizes data from campus departments and maintains databases to reflect program development and for external reporting purposes, including campus-wide sustainability reporting.
- Promotes sustainability to faculty, staff, students, and the broader community through education and training programs and by providing resource information on sustainability for campus and broader communities.
- Contributes to the development of the message content and message delivery through the department website, newsletter, and other social and printed media, as well as presents verbal presentations to faculty, staff, students, and other audiences.
- Coordinates the planning of speakers, films, panels, and symposia.
- Represents the office by serving on committees and attending meetings.
- Assists the director with strategic planning, budget development and management, grant writing and reporting, and annual reporting as needed.
- May be required to manage schedules and calendars, invoice processing, credit card reconciliation, budget tracking, and other office duties.

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 discipline related to program	and	2 years of	Experience in management, data management and/or communications	

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 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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.