AUBURN
Human Resources

Coord I, Accreditation Suppt

Job Description

JOB INFORMATION

Job Code	HC48A
Job Description Title	Coord I, Accreditation Suppt
Pay Grade	AA04
Range Minimum	$33,770
33rd %	$38,270
Range Midpoint	$40,520
67th %	$42,770
Range Maximum	$47,270
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/6/2019

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates and assists in the collection of departmental data and assessment reports to support the accreditation review of a college or school.

RESPONSIBILITIES

- Creates and maintains comprehensive documentation, reports. Analyzes and reviews reports for completion and errors.
- Communicates with departmental staff concerning accreditation process, data integrity, timelines, assessment calendars, etc.
- Collaborates with department staff, IT, and others regarding initiatives within the University to include but not limited to, data, queries, accessibility, errors, etc.
- Assists with internal and external preparation of reports and information ensuring timely and effective sharing of information.
- Assists with internal audits to ensure policies and practices are maintained.

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	No specific discipline.	and	0 years of	Experience in education, analysis of data, accreditation support, or assessment.	

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		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.