AUBURN
Human Resources

Coord, Auburn Research Park

Job Description

JOB INFORMATION

Job Code	HC52
Job Description Title	Coord, Auburn Research Park
Pay Grade	AS10
Range Minimum	$46,450
33rd %	$55,740
Range Midpoint	$60,380
67th %	$65,030
Range Maximum	$74,320
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	3/14/2024 11:30:20 AM

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Support

JOB SUMMARY

Reporting to the Dir, Auburn Research Park, this position organizes data and provides reports for regular assessment of operations, buildings, and equipment. Provides data to support management in the development of long-range and short-range plans for staffing, budgeting, equipment replacement, etc. This position works in concert with the Auburn Research Park (ARP) staff, particularly in support of Facilities Management.

RESPONSIBILITIES

- Serves as the main point of contact for receiving and communicating routine buildings and grounds issues or concerns to AU Work Management. Responsible for contacting outside service providers for any work falling under a service contract. Uses independent judgment and immediately follows up with management on work considered to rise above the threshold of routine maintenance or repair.
- Establishes a dedicated work order database to streamline workflow and create a centralized repository for requests. This may involve coordinating with AU OIT to customize a program or exploring external service providers that offer work-management software capable of logging work orders by date and type. Works with ARP Facilities Manager to ensure all work orders are reported, documented, properly assigned, scheduled, and completed in a timely manner within this database.
- Maintains a comprehensive directory that includes contact information for AU Facilities, as well as a categorized list of general contractors and other specialized contractors based on their trade.
- Facilitates requests for AU Affiliate Cards on behalf of ARP tenants and their employees for building access. Communicates with Access Control for staff or students that need access to Auburn Research & Technology Foundation (ARTF) buildings and other swipe access.
- Maintains records and documentation of work activities, supplies, and equipment. Maintains procedures and operating instructions for areas related to ARTF Research Park. This includes items like records of keys, inventory of supplies, severe weather drills, emergency action plans, facilities operations, software, etc.
- Maintains the master filing system for all original lease agreements, related amendments, extension to lease agreements, termination of lease agreements, non-renewal of lease letters, construction contracts, architectural plans, project close-out documents, as-builts, surveys, environmental assessment studies, and any other document, legal or otherwise, requiring both paper and electronic filing.
- Provides general and specialized administrative support including, but not limited to, preparing agendas, notices, minutes, reports, and documents; providing correspondence, filing, and record-keeping; preparing and processing forms; overseeing mail distribution and outgoing mailings; as well as purchasing and ordering supplies through material requests and other methods.

RESPONSIBILITIES

- Collaborates with relevant personnel to schedule random Severe Weather Drills, ensuring all tenants are well-acquainted with the designated Areas of Refuge outlined in the Emergency Relief Action Plan provided to each building tenant.
- Coordinates with appropriate personnel and the City of Auburn Fire Department to schedule at least two fire drills per year to ensure both tenants and visitors of the ARTF buildings know proper evacuation procedures, including the location of designated evacuation points or "safe areas" specified in the Emergency Response Action Plan.
- Researches, analyzes data, compiles comprehensive reports, prepares concise, well-structured recommendations, and provides clear insights and suggestions by highlighting the best course of action for all business office processes related to facility operations, economic development opportunities, and staying abreast of best practices and trends in the real estate market. Once the course of action is determined, implements and ensures continuous quality improvement.

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 supervise employees but supervision is not the main focus of the job.

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	6 years of	Office administration including computer operation, software, databases, and coordinating projects in a facilities management, higher education, or other relevant business environment.	Or
Master's Degree	No specific discipline		3 years of	Office administration including computer operation, software, databases, and coordinating projects in a facilities management, higher education, or other relevant business environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Proven knowledge and skill with project, database, and financial coordination.	
Proven knowledge and skills with office administration functions, including, but not limited to: Greeting clients, determining their needs, and directing them to the appropriate Facilities personnel; ordering supplies and equipment on behalf of Facilities Management employees; as well as scheduling meetings, preparing agendas, and creating meeting minutes for distribution.	
Solid communication and interpersonal skills along with the ability to provide customer service in a courteous manner.	
Ability to communicate effectively in both oral and written form.	
Computer operating systems knowledge.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

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			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.