AUBURN
Human Resources

Coord, McCrary Operations

Job Description

JOB INFORMATION

Job Code	HC97
Job Description Title	Coord, McCrary Operations
Pay Grade	DC03
Range Minimum	$60,220
33rd %	$72,270
Range Midpoint	$78,290
67th %	$84,310
Range Maximum	$96,360
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/23/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of the McCrary Institute for Cyber and Critical Infrastructure Security, the McCrary Operations Coordinator supports the Director at an operational and tactical level while maintaining business continuity through overseeing the day-to-day operations managing proper and standard information flow for the unit, including but not limited to scheduling, expenses, and task management. Assists the Director's initiatives and plans to successfully complete routine and special projects.

RESPONSIBILITIES

- Serves as the central operations coordinator, ensuring day-to-day operations run smoothly and efficiently. Interacts with internal and external officials and stakeholders, often involving detailed communications and exchange of confidential or sensitive information. Supports the Director by managing action items, ensuring proper information flow in a timely and standard manner.
- Oversees department projects and establishes standard operating procedures such as scheduling, expenses, and task management. Researches, compiles, distributes, and maintains information on various aspects of cyber and critical infrastructure security. Prepares reports and materials. Assists in preparing executive level correspondence, summaries, and presentation materials.
- Monitors and tracks the budget and university policies and procedures.
- Coordinates a wide range of special events, campus visits, and meetings with internal and external stakeholders, including but not limited to: government, industry, sponsors, faculty, staff and students. Responsible for directing scheduling and logistics, contract and vendor management, venue management, and staff. Ensures proper protocols are in place. Prepares briefings in a timely manner for stakeholders.
- Assists with strategic plans, special projects, and initiatives. Implements strategies for the office that achieve the goals and objectives of the Director of the McCrary Institute.

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 Political Science, Communication, Business Administration, or other related field.	and	2 years of	Experience in coordinating projects or programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to successfully manage complex tasks and initiatives, work under tight time constraints, multitask on various items, handle sensitive and confidential information, collaborate with internal and external entities and representatives, be customer service oriented, demonstrate effective and clear communication.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.