AUBURN
Human Resources

Coord, NCAT Training

Job Description

JOB INFORMATION

Job Code	HC98
Job Description Title	Coord, NCAT Training
Pay Grade	AS09
Range Minimum	$43,910
33rd %	$51,230
Range Midpoint	$54,890
67th %	$58,550
Range Maximum	$65,870
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	3/29/2021

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the NCAT Training Manager, the National Center for Asphalt Technology (NCAT) Training Coordinator is responsible for assisting with the coordination and administration of the NCAT training program for NCAT employees and general community. Provides training support by maintaining training data through collection, entry, and database upkeep; scheduling courses; assisting with registration; coordinating assembly of training materials; and purchasing supplies.

RESPONSIBILITIES

- Collaborates with NCAT faculty and NCAT engineers to ensure the smooth and effective functioning of all training events within NCAT by coordinating the logistics, updating systems, and maintaining necessary vendor relationships for training programs.
- Plans and coordinates training sessions, meetings, and other events by maintaining booking calendars and resolving room scheduling conflicts. Makes reservations off-site as needed. Assists with questions and/or problems concerning course scheduling, meeting space availability, and room set-up and take-down.
- Assists in the development and administration of surveys to determine training effectiveness and changes in training needs. Prepares training record reports as needed. Maintains current knowledge of trends and developments in the field by attending conferences, courses, seminars, etc.
- Maintains training database(s), calendars, rosters, evaluations, supplies, and results for training programs. Assists in exam grading and processing of training documentation for participants. Provides historical documentation as needed.
- Assists with the processing of payments for training attendees. Updates registration information in Marketplace for training sessions. Coordinates with NCAT's Communication & Marketing personnel to update NCAT's website so that registration links are in place for the sessions.
- Performs additional administrative duties including the ordering of materials and refreshments for training sessions, meetings, and events. Performs set up and cleanup of food and drink for breaks and/or meals when applicable for the training sessions.

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	
Some college; vocational or Associate's Degree	No Specific Discipline.	and	2 years of	Experience in administrative support services, scheduling, data management, or customer service.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	
Skills in communicating effectively in writing as appropriate for the needs of the audience.	
Knowledge of University policies and procedures upon hire.	
Ability to compile information and understand database structure.	

MINIMUM LICENSES & CERTIFICATIONS

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

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR); Pre-Employment Drug Screening

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.