AUBURN
Human Resources

Admstr, Vet Outreach & Special Events

Job Description

JOB INFORMATION

Job Code	IA25
Job Description Title	Admstr, Vet Outreach & Special Events
Pay Grade	OP08
Range Minimum	$45,480
33rd %	$54,580
Range Midpoint	$59,130
67th %	$63,670
Range Maximum	$72,770
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/26/2017

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Plans, coordinates, delivers and manages special events and outreach educational services and programs for the College of Veterinary Medicine.

RESPONSIBILITIES

- Acts as project manager in planning and coordinating activities to support outreach/special events activities.
- Develops and implements strategic plans for outreach educational services and special events including marketing, purchasing materials, and facilities planning. Researches and implements the use of new methods, equipment, and policies to stay current with best practices and provide the highest quality coursework and/or events. Develops and maintains database related to specific activity, project or service.
- Provides quality control of courses and events to include monitoring and improving delivery, faculty interaction with participants, and overall satisfaction of participants and faculty.
- Assists in the development of marketing plans and publicity materials of distribution to the target audience. Records and edits various short programs and video clips for use in outreach/continuing education activities.
- Manages and assists in the development of budgets and maintains financial records related to a specific activity, project or service.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	in Business, Education, Animal Sciences, Hospitality, or relevant.	and	4 years of	experience in planning and coordinating events and/or educational programming and implementing continuing education. Preferred experience in the veterinary medicine/animal care industry.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event planning and delivery of educational programming, and general office operations.	
Must be able to multitask, delegate, communicate effectively and efficiently, ability to work with various functions within the college.	

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.