AUBURN
Human Resources

Coord, Raptor Admin

Job Description

JOB INFORMATION

Job Code	IA33
Job Description Title	Coord, Raptor Admin
Pay Grade	VT09
Range Minimum	$51,960
33rd %	$64,090
Range Midpoint	$70,150
67th %	$76,210
Range Maximum	$88,340
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/14/2023

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Vet Operations

JOB SUMMARY

Reporting to the Director of Auburn Raptor Center, the Coordinator, Raptor Admin is responsible for coordinating the education, outreach, and administrative support for the Raptor Center.

RESPONSIBILITIES

- Collaborates and assists the Assistant Directors of Raptor Training & Education and Raptor Rehab with coordinating education, outreach, and administration to accomplish organizational goals and objectives established by the Director of Auburn Raptor Center.
- Identifies new opportunities and relationships necessary to maintain and expand outreach and education related activities and associated revenue generation.
- Coordinates all scheduling and logistics for outreach and education related programs and services.
- Establishes and evaluates metrics for outreach and educational program performance and assists with changes as needed to ensure continuous growth and success of programs.
- Works closely with the Director, Auburn Raptor Center and outside departments on special event logistics.
- Oversees and performs administrative functions and procurement for the unit as directed.
- Assists with budget development administration as directed.
- Represents the center at meetings, events, and other functions on and off campus as directed.
- Assists in marketing and communications efforts as directed.
- May conduct research, prepare or write grants, and serve as a project manager as needed.

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	5 years of	Experience in coordinating educational programs or services, events, or administrative support. Experience in supporting nature-based educational programming is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event planning, delivery of educational programming, and general office operations.	And
Knowledge of best practices for nature-based programming.	And
Knowledge of local, state, and federal rules, regulations, and policies as they relate to educational programming.	And
Excellent interpersonal and organizational skills.	And
Excellent written and oral communication skills with the ability to effectively connect with a variety of constituents.	And
Knowledge of project management and/or marketing practices preferred.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Certified Professional Bird Trainer - Desired	Upon Hire	Desired	And
	Eagle Exhibition Subpermitee Qualified	Upon Hire	Desired	

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.

Additional Special Requirements:

Special vision abilities required by this job could include close vision, color vision, peripheral vision, and depth perception."