AUBURN
Human Resources

DCSITE Task Coordinator

Job Description

JOB INFORMATION

Job Code	ID15
Job Description Title	DCSITE Task Coordinator
Pay Grade	RE07
Range Minimum	$46,010
33rd %	$55,220
Range Midpoint	$59,820
67th %	$64,420
Range Maximum	$73,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	4/25/2024 10:44:23 AM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

Reporting to the DCSITE Program Manager, the Coordinator supports a diverse research and development team across Auburn University and multiple external partnering institutions, focusing capabilities on purpose-driven national security initiatives consistent with the mission of the Detection Canine Science, Technology and Education (DCSITE) program. This position also provides logistical support, some project oversight, and contributes to the development of reports generated by the research and development team.

RESPONSIBILITIES

- Coordinates DCSITE initiatives related to training aid development, odor training, canine welfare and service life, canine evaluation and selection, and domestic production of next-generation detector dogs.
- Collaborates with Program Manager to ensure that assigned projects meet quality, budget, and timeline objectives, including identification and realization of project milestones, development of key deliverables, risk assessment, and problem solving.
- Coordinates team meetings, purchasing, and development of reports.
- Coordinates operation protocols as necessary to ensure regulatory compliance requirements are met.
- Documents task-related progress as required to meet reporting requirements. Contributes to supportive and guiding tasks as projects evolve.
- Provides logistical support and some project oversight and contributes to the development of reports generated by the research and development team.

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	No supervisory responsibilities.

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	4 years of	Experience in project management. Experience with canines desired.	Or
High School Diploma or GED		and	8 years of	Experience in project management. Experience with canines desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Excellent written and oral communications and presentation skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	None Required.			And
	Must be a United States Citizen.	Upon Hire	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			50 lbs
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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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