AUBURN
Human Resources

Coord III, Campus Relocation

Job Description

JOB INFORMATION

Job Code	NC75C
Job Description Title	Coord III, Campus Relocation
Pay Grade	FM12
Range Minimum	$44,690
33rd %	$52,140
Range Midpoint	$55,870
67th %	$59,590
Range Maximum	$67,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/26/2010

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Project Support & Data Management

JOB SUMMARY

Coordinates the planning, scheduling, and execution of campus moves (of personnel and/or furnishings and/or equipment) via contract movers and "in-house" service support movers.

RESPONSIBILITIES

- Oversees all phases of a move to include coordinating and arranging move meetings with contract movers and departments to determine move criteria and develop a move schedule.
- Serves as liaison between the client and Facilities personnel and contract mover.
- Confers with project manager to determine extent and type of move required and determines cost and level of assistance required by end user.
- Works with external and Facilities personnel to resolve problems and meet the needs of the client by providing solutions for moves and other related issues.
- Provides assistance in other areas related to relocation such as coordinating the purging of furnishings from areas so that renovations may occur.
- Coordinates, itemizes, and allocates furnishings for re-use or surplus by the University, provides inventory information to Property Services or Surplus Property, and advises all departments on University guidelines on allocation of furnishings.
- Develops and implements move guidelines and evaluates the performance of University contract movers.
- Collaborates with Interior Design Department to identify furnishings in their current locations and provides layouts for furnishings in their proposed new locations.
- Works with move contractors to store or retrieve University property from storage.

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 Interior Design or related field	and	4 years of	Experience in logistical coordination to include planning the movement of furniture, equipment, and supplies	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		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					
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.