AUBURN
Human Resources

Coord I, Rural Studio Shop

Job Description

JOB INFORMATION

Job Code	NC90A
Job Description Title	Coord I, Rural Studio Shop
Pay Grade	AA04
Range Minimum	$33,770
33rd %	$38,270
Range Midpoint	$40,520
67th %	$42,770
Range Maximum	$47,270
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/8/2013

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Coordinates and oversees on-site technical advice to students regarding construction details and building techniques required for building projects as well as overseeing the Rural Studio wood shop and tool inventory.

RESPONSIBILITIES

- Instructs and monitors students and faculty in safe and proper operation of shop equipment and tools ensuring proper safety guidelines are followed.
- Maintains and repairs shop equipment and on-site tools ensuring they are maintained in proper safe working order.
- Provides instruction to students relative to using shop equipment to complete class/studio assignments.
- Prepares curriculum and course plans for assigned classes.
- Works with the Rural Studio faculty, students, and community partners to plan, organize, review designs and coordinate small, community-based renovation and repair projects.
- Performs architectural design functions by working drawings, and specifications for projects.
- Orders replacement parts and equipment as required.

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	in Architecture		0 years of	Experience in instructing, woodworking shop and carpentry principles and practices	

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	
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
Atmospheric Conditions					X
Vibration					X

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