AUBURN
Human Resources

Coord II, Rural Studio Construction

Job Description

JOB INFORMATION

Job Code	NC91B
Job Description Title	Coord II, Rural Studio Construction
Pay Grade	FM11
Range Minimum	$40,630
33rd %	$47,400
Range Midpoint	$50,790
67th %	$54,180
Range Maximum	$60,950
Exemption Status	Exempt
Organizational use restricted to the following divisions	142 College Arch Desgn and Construction
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/8/2013

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Design & Construction

JOB SUMMARY

Provides project planning and project management support to the Rural Studio facility.

RESPONSIBILITIES

- Provides assistance to faculty regarding project organization, project design review, construction logistics planning and management, and construction phase on-site supervision of student teams for design-build projects.
- Provides support to faculty with regard to project documentation and reporting.
- Provides documentation and support to the Rural Studio faculty and College of Architecture Design and Construction development team regarding project funding and in-kind material solicitations and donations.
- Serves as the on-site building supervisor and schedules materials and services for delivery.
- Prepares curriculum and course plans for assigned classes.
- Establishes daily job site activities and labor schedules.

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 Architecture	and	2 years of	Experience in instructing, building design and construction principles and practices, woodworking tools, and safety protocols	

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.