AUBURN
Human Resources

Coord I, Univ Creative Svcs

Job Description

JOB INFORMATION

Job Code	OC20A
Job Description Title	Coord I, Univ Creative Svcs
Pay Grade	MC05
Range Minimum	$37,630
33rd %	$42,650
Range Midpoint	$45,160
67th %	$47,670
Range Maximum	$52,690
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Marketing

JOB SUMMARY

Coordinates the production and delivery of publication and other creative services projects; ensures completed projects meet required specifications and the needs of customers and the Communications and Marketing Department.

RESPONSIBILITIES

- Coordinates the flow of publication and other marketing and creative services projects.
- Works collaboratively with multiple vendors and the editing, writing, and design team regarding project deadlines, job estimates, and the status of projects.
- Coordinates the scheduling and placement of banner ads on Tiger Transit buses.
- Proofreads and routes in-house projects.
- Processes invoices for banner ads and other creative services projects.
- Serves as the point-of-contact to management, vendors, and customers regarding the status of projects.
- Approve all university publications and printed materials to make sure that they meet university standards.

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	
High School Diploma or GED	High School Diploma or equivalent	and	4 years of	Experience in coordinating projects.	

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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.	

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			

WORKING ENVIRONMENT

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

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