AUBURN
Human Resources

Coord I, ACES Creative Services

Job Description

JOB INFORMATION

Job Code	OC56A
Job Description Title	Coord I, ACES Creative Services
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	12/5/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Coordinator of Alabama Cooperative Extension System (ACES) Creative Services coordinates production, printing, and delivery of communication and marketing materials, apparel and other creative services projects. Responsible for working with a variety of stakeholders to ensure completion of projects will align with the Alabama Cooperative Extension System guidelines and meet required specification and deadlines.

RESPONSIBILITIES

- Collaborates with print vendors and Extension stakeholders to obtain and provide print estimates for creative services projects, county office materials, and coordinates the print production process.
- Tracks printing and shipping materials to ensure timely arrival and within budget.
- Coordinates the review and approval process for Extension publications and materials to ensure they meet brand standards.
- Oversees the Extension storefront for apparel and other branded products.
- Monitors current state bid laws and university printing and branding guidelines.
- Partners with project managers to coordinate the flow of creative services projects using the workflow system to input projects and track progress.
- Assists with invoices processes for creative services projects.

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 the printing industry, communication, and design. Experience in media marketing in the private or public sector.	

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.	
Knowledge of professional printing processes, paper stock typers, product ordering, and finishing options.	
Knowledge of technical skills creative services workflow and digital asset management systems.	
Knowledge of mailing services and shipping options.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

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