
Auburn University Job Description

Job Title:	Coord, Prof Dev Comm	Job Family:	No Family
Job Code:	AA35	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Plans, develops, implements, and promotes student communication initiatives and marketing activities for the Office of Professional and Career Development (OPCD), as well as teaches communications/professional development-related courses.

Essential Functions

1. Plans, organizes, and teaches communications/professional development courses and evaluates student performance.
2. Directs and manages the marketing efforts of the OPCD to include the creation, production, and distribution of materials.
3. Develops, presents, and assesses seminars and class presentations on professional development, communications, and job search skills while coaching students in these areas.
4. Coordinates the development, promotion, implementation, and assessment of student communication skills initiatives; collaborates with faculty regarding the utilization of communication skills development initiatives in class assignments.
5. Serves as an information resource to students, faculty, staff, and other stakeholders on issues relating to professional and career development.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Communications or related field
Experience (yrs.)		Experience in teaching communications skills and/or marketing

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of marketing and communications principles and strategies

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 4/19/2013
