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## Auburn University Job Description

Job Title: **Coord, Academic Programs**

Job Family: No Family

Job Code: **AA98**

Grade AA05 \$33,400 - \$46,800

FLSA status: Non-Exempt

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### Job Summary

Coordinates day-to-day operations of academic related programs and services.

### Essential Functions

1. Assists in the planning, design, developing, and execution of academic related programs/groups/services.
2. Coordinates a variety of administrative program support responsibilities including but not limited to, room reservations, registration for programs, communication efforts, filing, evaluating programs, and processing documents as needed.
3. Organizes and coordinates event logistics for special functions.
4. Provides and ensures excellent service and problem resolution in an effort to promote the program in a positive image, Maintains positive working relationships across campus and within the community.
5. Maintains relevant databases to ensure accurate and accessible records.
6. May prepare, review, and edit an assortment of communications through various media outlets.
7. Advises others on processes, procedures, and programs. Gathers information to support programs.
8. May perform a variety of clerical duties which may include filing, recordkeeping, data entry, processing forms, calendars and scheduling, mail distribution, expense vouchers, or other support duties.
9. Performs other duties as assigned.

### 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>
<b>Education</b>	High School	High school diploma or equivalent.
<b>Experience (yrs.)</b>	4	Experience coordinating projects or programs.

#### **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 best practices in regards to coordinating projects or programs.

#### **Certification or Licensure Requirements**

None required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, and lifting up to 10 pounds.

Job occasionally requires walking, reaching, and lifting up to 25 pounds.

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

Date: 11/10/2022

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