

### JOB INFORMATION

|                       |                                   |
|-----------------------|-----------------------------------|
| Job Code              | AD18                              |
| Job Description Title | Admstr, International Initiatives |
| Pay Grade             | MC07                              |
| Range Minimum         | \$44,050                          |
| 33rd %                | \$51,400                          |
| Range Midpoint        | \$55,070                          |
| 67th %                | \$58,740                          |
| Range Maximum         | \$66,080                          |
| Exemption Status      | Exempt                            |
| Approved Date:        | 2/4/2025 10:26:17 AM              |

### JOB FAMILY AND FUNCTION

|               |   |
|---------------|---|
| Job Family:   | Marketing, Communications, & Multimedia |
| Job Function: | Communications Strategy                 |

### JOB SUMMARY

The Coordinator of International Initiatives assists the Office of International Programs in advancing university-wide internationalization goals by coordinating internal and external communication and marketing related to Auburn's international engagement. Coordinates programs to enhance student, faculty, and alumni engagement in international activities and assists with international stakeholder relationship coordination.

### RESPONSIBILITIES

- Researches, designs, and composes content for dissemination through various mediums, such as internal or external publications, brochures, posters, newsletters, websites, presentations, development, and fundraising materials, press packages, social media, or broadcast media.
- Collaborates with communications teams to implement strategic marketing and communications plans to promote the vision, mission, goals, and achievements of the Office of International Programs and those of Auburn University on the international level.
- Assists with the coordination of Auburn's strategic international partnerships and agreements, including coordinating the agreement approval process.
- Guides graduate students and/or TES employees within the International Initiatives division of the Office of International Programs.
- Coordinates initiatives to assist the Office of International Programs (OIP) online presence through collaboration with OIP multimedia staff.
- Assists with the implementation of strategic programs to enhance campus internationalization, including programs serving faculty, students, and alumni.
- Performs other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---|

### 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 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 Marketing, Graphic Design, Art, Public Relations, Communication or Journalism. | and | 0 years of          | Experience in marketing, public relations, communication, journalism or graphic design. | Or |
| Associate's Degree | Degree in Marketing, Graphic Design, Art, Public Relations, Communication or Journalism. | and | 3 years of          | Experience in marketing, public relations, communication, journalism or graphic design. |    |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education structure, policies, and procedures; international travel and cultures; event planning, meeting organization, and office procedures and practices.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required.          |                                | Upon Hire  | 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            |            |            |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

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

**Travel Requirements:**  
Domestic; International