
Auburn University Job Description

Job Title:	Coord, Bus Dev for Stu Aff	Level I	Grade 33 \$39,300 - \$65,500
Job Code:	AE41	Level II	Grade 34 \$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Coordinates, plans, implements, and assesses the effectiveness of Student Affairs revenue-generating programs, activities and oversees the creation of new business.

Essential Functions

1. Coordinates the Student Affairs revenue generating programs and activities on and off campus to include serving as the primary contact with local and regional tourism boards and advertising officials to solicit new revenue.
2. Ensures that the Division of Student Affairs' financial goals are met and systems and technologies are in place to support the creation of new business.
3. Develops, implements, and monitors short and long-range plans for revenue-generating programs and activities for the Division of Student Affairs.
4. Corresponds with other campus and non-campus groups to review services that would affect Student Affairs management actions.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position plus 3 years experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 5 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Bachelor's degree in discipline appropriate to position plus 3 years experience.

Level II Bachelor's degree in discipline appropriate to position plus 5 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Communications, Marketing, Business, or related

Focus of Experience

Experience in working with a variety of constituency groups to create multi-faceted events or programs.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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.

Certification or Licensure Requirements:

None Required.

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, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 8/24/2011
