
Auburn University Job Description

Job Title: **Spec Asst, Asst Prov-Intr Prog**

Job Family: No Family

Job Code: **DB31**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Provides professional assistance and advice to the Assistant Provost of International Programs by leading special projects and initiatives.

Essential Functions

1. Plans and executes events on campus and abroad that may host diplomats, government officials, university officials, alumni, faculty, staff and/or students.
2. Works with colleges and offices on campus to effectively brand and market Auburn's international presence.
3. Represents the Assistant Provost for International Programs in meetings involving joint initiatives. Follows through on initiatives as directed.
4. Maintains a campus linkage and travel database and develops campus processes as needed to advance the mission of the department.
5. Works with foreign embassy staff to determine research and academic opportunities for Auburn University faculty and students.
6. Supports the efforts of all units of the Office of International Education.

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	Four-year college degree	Degree in Business, Liberal Arts, or related field
Experience (yrs.)	5	Experience in event planning, marketing and communications services

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.

Minimum Required Knowledge

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

Certification or Licensure Requirements

Valid United States Passport

Physical Requirements/ADA

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

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 11/23/2010
