
Auburn University Job Description

Job Title: **Coord, Materials - AMSTI**

Job Family: No Family

Job Code: **ED17**

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

FLSA status: Non-exempt

Job Summary

Coordinates the warehouse operations for the Alabama Math, Science, and Technology Initiative (AMSTI) materials distribution and refurbishment center to include the refurbishment process, inventory control and shipping and handling.

Essential Functions

1. Constructs and refurbishes math and science teaching kits.
2. Maintains the AMSTI Inventory Management System (AIMS) ensuring that kits and materials are distributed to the correct schools on the correct date.
3. Ensures teacher professional development information is input into the AIMS system in a timely manner to include entering teachers into the program, removing teachers from the program, updating teacher certifications, and updating required training dates.
4. Unload, inventory, barcode, and stock materials received from vendors.
5. Assists in the coordination of purchasing inventory, creating distribution schedule, and organizing kits for pick-up and return by schools.
6. Acts as a liaison, coordinating between AMSTI Specialists, external trainers, and AMSTI materials center, to include handling materials requests, A/V equipment requests, and check out of kits.
7. Assists the AMSTI staff with preparation for programs, presentations, and operation of the materials center.
8. Oversees the scheduling of the training rooms for AMSTI summer institutes, to include set-up, take down, and layout.

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 | High School | High School Diploma or equivalent |
| Experience (yrs.) | 3 | Experience in materials purchasing and warehouse operations |

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 inventory control and safety rules and regulations for warehouse operations.

Certification or Licensure Requirements

Valid Driver's License and/or Fork Lift Certification may be required for some positions

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, 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: 7/12/2013
