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## Auburn University Job Description

Job Title: **Coord, SCORE**

Job Family: No Family

Job Code: **ED30**

Grade OP03 \$29,500 - \$39,800

FLSA status: Non-exempt

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### Job Summary

Supports the day-to-day operations for the Southeastern Center of Robotics Education (SCORE) outreach programs.

### Essential Functions

1. Assists in planning and executing events for VEX Robotics K-12 Tournaments hosted by or supported by the Southeastern Center of Robotics Education (SCORE) at Auburn University. Communicates with on-site VEX tournament hosts for pre-planning logistics and provides on-site event support during tournament.
2. Assists with the coordination and implementation of robotics-based programs, camps, trainings, and competitions at SCORE that serve the overall mission of the center.
3. Maintains and repairs current equipment/kits for SCORE, including but not limited to robots and robotics kits, 3-D printing machines, VEX tournament equipment, training computers, drones, travel trailer and vehicles. Orders new equipment/kits as needed.
4. Assists with developing and distributing marketing materials for SCORE programs, including print materials and website maintenance.
5. Travels as needed to assist partner sites and/or schools hosting robotics education competitions, trainings, and programs.
6. May perform other duties as assigned by supervisor.

### 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>	0	Experience participating in robotics-related programs or working with similar systems.

#### 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

Working knowledge of educational robots and robotics kits used in VEX, BEST, SeaPerch, and other similar programs and systems. Must have working knowledge of operational logistics needed to plan and implement Robotics tournaments (e.g. VEX-IQ, VRC, BEST, SeaPerch, etc.), including setting up video displays, sound systems, playing fields, and operating tournament management and/or scoring systems.

### Certification or Licensure Requirements

None required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 more than 100 pounds.

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

Date: 5/17/2019

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