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## Auburn University Job Description

Job Title: **Admstr, Veterinary Outreach & Spec Events**

Job Family: No Family

Job Code: **IA25**

Grade OP08 \$40,100 - \$64,200

FLSA status: Exempt

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### Job Summary

Plans, coordinates, delivers and manages special events and outreach educational services and programs for the College of Veterinary Medicine.

### Essential Functions

1. Acts as project manager in planning and coordinating activities to support outreach/special events activities.
2. Develops and implements strategic plans for outreach educational services and special events including marketing, purchasing materials, and facilities planning. Researches and implements the use of new methods, equipment, and policies to stay current with best practices and provide the highest quality coursework and/or events. Develops and maintains database related to specific activity, project or service.
3. Provides quality control of courses and events to include monitoring and improving delivery, faculty interaction with participants, and overall satisfaction of participants and faculty.
4. Assists in the development of marketing plans and publicity materials of distribution to the target audience. Records and edits various short programs and video clips for use in outreach/continuing education activities.
5. Manages and assists in the development of budgets and maintains financial records related to a specific activity, project or service.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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>	Four-year college degree	Degree in Business, Education, Animal Sciences, Hospitality, or relevant.
<b>Experience (yrs.)</b>	4	Experience in planning and coordinating events and/or educational programming and implementing continuing education. Preferred experience in the veterinary medicine/animal care industry.

#### 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

Knowledge of event planning and delivery of educational programming, and general office operations. Must be able to multitask, delegate, communicate effectively and efficiently, ability to work with various functions within the college.

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

Job occasionally requires walking, sitting, reaching, 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: 10/26/2017

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