
Auburn University Job Description

Job Title: **Coord, Raptor Admin**

Job Family: No Family

Job Code: **IA33**

Grade VT09 \$45,500 - \$77,400

FLSA status: Exempt

Job Summary

Reporting to the Director of Auburn Raptor Center, the Coordinator, Raptor Admin is responsible for coordinating the education, outreach, and administrative support for the Raptor Center.

Essential Functions

1. Collaborates and assists the Assistant Directors of Raptor Training & Education and Raptor Rehab with coordinating education, outreach, and administration to accomplish organizational goals and objectives established by the Director of Auburn Raptor Center.
2. Identifies new opportunities and relationships necessary to maintain and expand outreach and education related activities and associated revenue generation.
3. Coordinates all scheduling and logistics for outreach and education related programs and services.
4. Establishes and evaluates metrics for outreach and educational program performance and assists with changes as needed to ensure continuous growth and success of programs.
5. Works closely with the Director, Auburn Raptor Center and outside departments on special event logistics.
6. Oversees and performs administrative functions and procurement for the unit as directed.
7. Assists with budget development administration as directed.
8. Represents the center at meetings, events, and other functions on and off campus as directed.
9. Assists in marketing and communications efforts as directed.
10. May conduct research, prepare or write grants, and serve as a project manager as needed.
11. Performs other related duties as assigned.

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	No Specific Discipline
Experience (yrs.)	5	Experience in coordinating educational programs or services, events, or administrative support. Experience in supporting nature-based educational programming is desired.

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, delivery of educational programming, and general office operations. Knowledge of best practices for nature-based programming. Knowledge of local, state, and federal rules, regulations, and policies as they relate to educational programming. Excellent interpersonal and organizational skills. Excellent written and oral communication skills with the ability to effectively connect with a variety of constituents. Knowledge of project management and/or marketing practices preferred.

Certification or Licensure Requirements

Certified Professional Bird Trainer - Desired
Eagle Exhibition Subpermittee Qualified - Desired

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, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires and lifting more than 100 pounds.

Ability to distinguish color and depth. Near and distance vision is required.

Date: 4/14/2023
