Auburn University Job Description

Job Title: Interior Designer
Job Code: NC04
FLSA status: Exempt

Responsible for the development, production, management and/or coordination of Interior Design projects and standards throughout Auburn University.

Essential Functions
1. Serves as liaison or point of contact for university users, internal staff, architects, consultants and/or vendors for the purpose of interior design services.
2. Establishes, develops, designs, manages and/or assists with interior and architectural project analysis, programs, space planning, layouts, drafting, code compliance and/or specifications.
3. Coordinates and provides advice for the development and management of project schedules and budgets.
4. Assembles, presents and implement proposals for the selection, quality, payment, procurement, installation and maintenance of interior design elements.

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.
# Auburn University Job Description

## Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Under immediate supervision, performs standard tasks using established methods,</td>
<td>Knows fundamental concepts, practices and procedures of particular field of specialization.</td>
<td>Bachelor's degree in discipline appropriate to position with no experience.</td>
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<td>principles, concepts and procedures related to a specialized field. Judgments</td>
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<td>are made on routine matters of relatively small impact.</td>
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<td>II</td>
<td>Under close supervision, performs varied duties and assignments involving some</td>
<td>Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.</td>
<td>Bachelor's degree in discipline appropriate to position plus 2 years experience.</td>
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<td>judgment. Resolves routine questions or problems, referring only complex issues</td>
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<td>Experience must include at least 2 years at the preceding level or equivalent.</td>
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<td>to higher level. Some evaluation, originality and ingenuity required.</td>
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<td>III</td>
<td>Under minimal supervision, performs complex assignments and fulfills broad</td>
<td>Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion</td>
<td>Bachelor's degree in discipline appropriate to position plus 4 years experience.</td>
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<td>responsibilities where required outcomes are defined, but methods and procedures</td>
<td>of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.</td>
<td>Experience must include at least 2 years at the preceding level or equivalent.</td>
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<td>may vary based on professional judgment or precedent. Considerable latitude for</td>
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<td>unreviewed action. Confers with supervisor on unusual matters. Coordinates the</td>
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<td>work of others on projects and may assign work to and assist less experienced</td>
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<td>professionals or support staff. May act in an advisory capacity to managers or</td>
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<td>faculty.</td>
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
Auburn University Job Description

Minimum Required Education and Experience

Level I  Bachelor’s degree in discipline appropriate to position with no experience.

Level II  Bachelor’s degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Level III  Bachelor’s degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education  Degree in Interior Design, Architecture, or related field

Focus of Experience  Experience in interior design

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
See Job Family Levels

Certification or Licensure Requirements:
Valid Driver’s License

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 up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date:  1/4/2012