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## Auburn University Job Description

Job Title:	<b>Coord, Student Services</b>	Level I	Grade 31 \$30,700 - \$51,100
Job Code:	<b>AA04</b>	Level II	Grade 32 \$34,300 - \$57,300
FLSA status:	Exempt	Level III	Grade 33 \$38,500 - \$64,200

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### Job Summary

Coordinates projects, programs, and activities and provides services and/or advisement (one or more of the essential functions listed below) for potential and/or current students.

### Essential Functions

1. Assists and advises students with academic related issues such as (but not limited to) University or college/school policies and procedures, course selection, supplemental instruction, registration, graduation application, financial aid, scholarship opportunities/processes, certification programs, assistantships, internships, and/or job skill development.
2. Reviews and maintains student records such as coordinating input, evaluating transcripts, applications for admission job placement activities, and/or generating reports.
3. Coordinate activities related to field experiences, internships and job placement of graduates.
4. Coordinates the development and/or preparation of informational materials relevant to students, alumni, and/or donors such as (but not limited to) updating websites, creating brochures, press releases, or newsletters.
5. Recruits or coordinates the recruitment of students for programs and/or projects.
6. Coordinates student related programs and events for college/school to include (but not limited to) open-houses, award ceremonies, career days, student organizations, etc.
7. May assist in educational related activities related to the accreditation process.
8. May coordinate and/or teach UNIV courses within the incumbent's home college or school.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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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### Job Family Levels

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

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** Bachelors degree in discipline appropriate to position with no experience.
- Level II** Bachelors 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** Bachelors 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 Psychology, Counseling, Education, Business, Communications or related field

#### **Focus of Experience**

Experience in advising and/or coordinating student services or experience related to the specific academic area

#### **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**

#### **Certification or Licensure Requirements:**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, 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: 11/2/2011

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