
Auburn University Job Description

Job Title:	Mgr, Testing Services	Job Family:	No Family
Job Code:	AA54	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

Job Summary

Manages the Biggio Center Testing Services and assists in setting the strategic vision and direction for the growth of the Center.

Essential Functions

1. Assists the Director with activities related to establishing institutional structure and oversight that includes organizational analysis, budget preparation and monitoring, and site visits to peer institutions.
2. Tracks projects through phases, requirements/scope development, estimating budgeting, planning, design, procurement, and assessment.
3. Manages the assessment and evaluation of the effectiveness of programs and program staff.
4. Provides the leadership to improve the team and to identify and resolve any issues preventing successful project execution.
5. Assist the Director with public relations, communications and marketing efforts.
6. Develops relationships with University constituents/clients to include state and national groups as appropriate to advance the mission of the University, as well as the goals and objectives of Biggio Testing Services.
7. Develops and initiates efforts to continually improve upon existing departmental processes and procedures, including grant writing to support staff development.

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>
Education	Four-year college degree	No specific discipline
Experience (yrs.)	5	Experience in academic/vendor-based testing, fiscal management and budget planning/modeling. Must have 1 year experience supervising and/or mentoring full-time employees.

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 testing services operations, fiscal management and organizational design.

Certification or Licensure Requirements

None required.

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

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Date: 11/2/2017
