Auburn University Job Description

Job Title: Coord, Strategic Init Projects
Job Code: AA56
FLSA status: Exempt

Job Summary
Coordinates and executes special projects associated with Auburn University’s Strategic Plan Implementation. Coordinates Auburn University’s Academic Honesty Process.

Essential Functions
1. Coordinates and implements special projects for Director of Strategic Initiatives and Communications and the Provost’s Office relative to the University’s Strategic Plan.
2. Assists in the planning, developing, executing, and/or assists in managing strategic processes and programs for the institution. Assists program head with a variety of high-level administrative/professional support responsibilities.
3. Assists in conducting benchmarking research, collects and analyzes data, and provides comprehensive reports for department, campus, and key stakeholders.
4. Leads/facilitates various committees and programs supporting the Director of Strategic Initiatives and Communications and the Provost’s Office to implement strategic goals and commitments.
5. Assists in the development of marketing plans and publicity materials for distribution.
6. Coordinates the University’s Academic Honesty Process. Serves as the key point of contact for faculty and students.
7. Coordinates meetings, materials, and communication for individuals involved in hearings. Collaborates with the Academic Honesty Committee regularly to ensure proper procedures are followed for hearings.

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

## Minimum Required Education and Experience

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td><strong>Education</strong></td>
<td>Four-year college degree</td>
<td>Degree in Communications, Business, Public Relations, Public Administration, Journalism, Political Science, Interdisciplinary Studies, or relevant.</td>
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**Minimum Required Knowledge**

Knowledge of computer skills; Microsoft Office, Excel, PowerPoint, Adobe Acrobat, communication strategies, data collection, and basic business principles.

**Substitutions allowed for Education:**
Indicated education is required; no substitutions allowed.

**Substitutions allowed for Experience:**
Indicated experience is required; no substitutions allowed.

**Certification or Licensure Requirements**
None Required.

## 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, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/25/2017