Auburn University Job Description

Job Title: Coord, Membership/Volunteer
Job Code: AB01
FLSA status: Non-exempt

Job Summary
Provides administrative support to the director of the Jules Collins Smith Museum of Fine Arts and coordinates projects relating to museum membership and volunteers.

Essential Functions
1. Plans and coordinates membership/volunteer events and promotions and other museum events.
2. Trains and coordinates volunteers for various museum tasks.
3. Prints materials for museum visitors, members and volunteers.
4. Performs administrative tasks such as creating membership identification cards, generating reports for staff/board and input of new member information.
5. Manages the museum’s membership database.

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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**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>Tasks are varied and may involve specialized procedures or systems.</td>
<td>Knowledge of office rules, procedures and operations that require previous training and experience to perform.</td>
<td>High school diploma or equivalent plus 2 years experience.</td>
</tr>
<tr>
<td>II</td>
<td>Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision.</td>
<td>Knowledge of office rules, procedures and operations that require previous training and experience to perform.</td>
<td>High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.</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.
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Minimum Required Education and Experience

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<thead>
<tr>
<th>Level</th>
<th>Education</th>
<th>Experience</th>
</tr>
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<tr>
<td>Level I</td>
<td>High school diploma or equivalent plus 2 years experience.</td>
<td></td>
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<tr>
<td>Level II</td>
<td>High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.</td>
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Focus of Education: High School Diploma or equivalent

Focus of Experience: Experience in administrative support services

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.

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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 12/15/2011