
Auburn University Job Description

Job Title: **Coord, OIP Academic Programs**

Job Family: No Family

Job Code: **AD07**

Grade AA04: \$31,100 - \$43,500

FLSA status: Exempt

Job Summary

Coordinates daily operations of academic related programs and services within the Office of International Programs.

Essential Functions

1. Assists in the planning, design, development, and execution of academic related programs, groups, and/or services.
2. Supports and maintains international teacher staffing through the recruitment, selection, and orientation of employees. Assists in the development of professional growth opportunities for teaching staff. Maintains regular contact with classes to evaluate conditions in order to attract and retain teachers that are a good fit for the program. Interviews prospective teachers with the project manager.
3. Coordinates a variety of administrative program support responsibilities including but not limited to, room reservations, registration for programs, communication efforts, filing, evaluating programs, and processing documents as needed. May arrange travel, purchase materials and services, and approve invoices. Meets financial objectives by anticipating requirements, submitting information for budget preparation, scheduling expenditures, monitoring costs, and analyzing variances.
4. Maintains accurate and accessible records of all new teacher hire paperwork, resume, application, cover letter, Criminal Background Check, etc.
5. Provides support in program compliance activities; performs quality assurance reviews within the program area, identifies deficiencies, and provides feedback as necessary to effectively recommend changes in the policies and procedures of the program area.
6. Provides and ensures excellent service and problem resolution in an effort to promote the program in a positive image, Maintains positive working relationships across campus and within the community.
7. May prepare, review, and edit an assortment of communications through various media outlets. Collaborates with Communications and Marketing Specialists to maintain and keeps the website up to date to inform prospective teacher and current teachers.
8. Organizes and coordinates event logistics for special functions.
9. May serve on-call during nights, weekends, and holidays, to a limited degree, due to various time zones and dates for international teacher travel times.
10. Performs other duties as assigned.

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

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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	High School	High School Diploma or equivalent.
Experience (yrs.)	4	Experience coordinating projects or programs.

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

Knowledge of best practices in regards to coordinating projects or programs within the Office of International Programs.

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 standing, sitting, talking, hearing, .

Job occasionally requires walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 12/7/2022
