
Auburn University Job Description

Job Title: **Production Coord Alum Affairs**
Job Code: **AD43**
FLSA status: Exempt

Job Family: No Family
Grade 32: \$35,000 - \$58,400

Job Summary

Oversees the completion of Alumni Affairs' communications and marketing-related projects and tasks including, but not limited to, contractual obligations to clients and sponsors and other media and marketing collateral. Supports the Director of Communications and Marketing as a liaison for sponsored projects for other departments within the Office of Alumni Affairs. Serves as a point of contact for each project and communicates project status to all participants. Responsible for assigning tasks and creating efficiencies to ensure that projects are completed on time and on budget.

Essential Functions

1. Establishes and coordinates a variety of communication and marketing projects to ensure a timely and efficient completion by working with a variety of subject matter experts.
2. Creates production schedules, workflows, summary and budget reports, sets timeframes, and coordinates with other departments within Alumni Affairs and the university to ensure that project deadlines are met and within budget limitations.
3. Assists the Communications & Marketing and Graphic design team including assigning tasks to appropriate personnel, schedule management, monitoring progress, performing data mapping required to support the project, and creating systems that improve efficiency.
4. Develops and enhances relationships with current and future sponsored partners, including stakeholder groups.
5. Reports progress to leadership and communicates regularly with clients, vendors, and other departments in the Office of Alumni Affairs. Informs supervisor of major issues and compliance risks.
6. Performs data collection and analyses to provide meaningful service to clients.
7. Performs other related 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 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	Some college; vocational or Associate's Degree	Degree in Business, Communication, Marketing, or related field.
Experience (yrs.)	3	Experience in data collection and reporting, project management software, and communicating with clients and outside vendors.

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

Ability to coordinate complex projects with limited timeframes.
Knowledge of efficient workflows, techniques, and quality control.
Excellent time-management and organizational skills.

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, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 9/4/2019
