## Auburn University Job Description

**Job Title:** Coord, Cooperative Educ  
**Job Code:** AE09  
**FLSA status:** Exempt  

### Job Summary
Assists in the administration of the Cooperative Education Program.

### Essential Functions

1. Develops policies and procedures for program.
2. Recruits students and organizes and conducts Co-Op Orientation, follow-up, and final briefing meetings.
3. Coordinates co-op assignment process by determining student background, interest, and qualifications.
4. Counsels and assists students in job search process and in transition to school-work environment.
5. Recruits and develops employers and evaluates company and student performance and adherence to program objectives.
6. Monitors student participation in the co-op program.
7. Develops promotional literature and material.
8. Plan, organize, and conduct Interview Day, seminars and meetings for employers, students, faculty, and parents.
10. Promotes the program within the academic environment by interacting with faculty.

### 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**

**Job Family Levels**

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>Under immediate supervision, performs standard tasks using established</td>
<td>Knows fundamental concepts, practices and procedures of particular field of</td>
<td>Bachelor's degree in discipline appropriate to position with no experience.</td>
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<td>methods, principles, concepts and procedures related to a specialized field.</td>
<td>specialization.</td>
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<td>Judgments are made on routine matters of relatively small impact.</td>
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<td>II</td>
<td>Under close supervision, performs varied duties and assignments involving</td>
<td>Knows and applies fundamental concepts, practices, and procedures of particular field of</td>
<td>Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience</td>
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<td>some judgment. Resolves routine questions or problems, referring only</td>
<td>specialization, with awareness of related fields.</td>
<td>must include at least 2 years at the preceding level or equivalent.</td>
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<td>complex issues to higher level. Some evaluation, originality and ingenuity</td>
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<td>required.</td>
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<td>III</td>
<td>Under minimal supervision, performs complex assignments and fulfills broad</td>
<td>Possesses and applies a broad knowledge of principles, practices and procedures of a particular</td>
<td>Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience</td>
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<td>responsibilities where required outcomes are defined, but methods and</td>
<td>field of specialization to the completion of difficult assignments. Also possesses knowledge of</td>
<td>must include at least 2 years at the preceding level or equivalent.</td>
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<td>procedures may vary based on professional judgment or precedent. Considerable</td>
<td>related fields and areas of operation which affect, or are affected by, own area.</td>
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<td>latitude for unreviewed action. Confers with supervisor on unusual matters.</td>
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<td>Coordinates the work of others on projects and may assign work to and assist</td>
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<td>less experienced professionals or support staff. May act in an advisory</td>
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<td>capacity to managers or faculty.</td>
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</table>

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
Auburn University Job Description

Minimum Required Education and Experience

Level I  Bachelor's degree in discipline appropriate to position with no experience.

Level II  Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Level III  Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education  Degree in Business, Education or related field

Focus of Experience  Experience in the coordination and/or administration of cooperative education 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.

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.

Externally imposed deadlines; set and revised beyond one’s control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date:  12/15/2011