Auburn University Job Description

Job Title: Coord, Stu Leadership Prog  Level I  Grade 33 $39,300 - $65,500
Job Code: AE31  Level II  Grade 34 $45,100 - $75,100
FLSA status: Exempt

Job Summary
Develops, plans, coordinates, and promotes the Student Leadership Program.

Essential Functions
1. Oversees the development, implementation, and evaluation of the student leadership development program.
2. Directs the development and distribution of marketing materials.
3. Develops and manages the program budget and monitors revenue and expenditures.
4. Collaborates with campus partners to advance and enhance the effectiveness of the program.
5. Promotes and organizes leadership development curricula; collaborate with Academic Affairs to develop for-credit courses.
6. Serves as a central resource for leadership development opportunities on campus and within the surrounding community.
7. Provides support to other Student Affairs initiatives as needed.

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>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.</td>
<td>Knows and applies fundamental concepts, practices and procedures of particular field of specialization.</td>
<td>Bachelors degree in discipline appropriate to position plus 3 years experience.</td>
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<tr>
<td>II</td>
<td>Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.</td>
<td>Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.</td>
<td>Bachelors degree in discipline appropriate to position plus 5 years experience. 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.
Auburn University Job Description

Minimum Required Education and Experience

Level I  Bachelors degree in discipline appropriate to position plus 3 years experience.

Level II Bachelors degree in discipline appropriate to position plus 5 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education
Degree in Education, Counseling, Business Administration, or related field.

Focus of Experience
Experience in initiating, planning, developing, implementing and presenting educational workshops and training on leadership to college students

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 leadership theory and developing educational workshops and training materials

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.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date:  5/11/2010