
Auburn University Job Description

Job Title: **Spec Asst, Office of Stu Aff**

Job Family: No Family

Job Code: **AE38**

Unclassified

FLSA status: Exempt

Job Summary

Assists offices within the Division of Student Affairs in various operational and public affairs duties as well as assist with community outreach for the Office of the Provost.

Essential Functions

1. Assists departments within the Division of Student Affairs to enhance leadership, student and professional development by assisting in obtaining professional speakers to give presentations for student and professional staff development.
2. Assists the Executive Director of Campus Recreation in the development of sponsorship opportunities for the Recreation and Wellness Center.
3. Coordinates the planning and execution of Special Events for Campus Recreation and the Recreation and Wellness Center.
4. Represents the Office of the Provost in a public affairs capacity at events and host Auburn University dignitaries and guests for golf and tours as needed.
5. Promotes the Recreation and Wellness Center's Golf Simulator by providing instruction for use and recommends courses to play based upon participant's skills.

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	Four-year college degree	Degree in Management, Business Administration, Sports Administration, or related field.
Experience (yrs.)	7	Experience in higher education administration and student affairs programming

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 recreation, sports management/administration and facility operations.

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 and lifting up to 10 pounds.

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

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

Date: 8/24/2015
