
Auburn University Job Description

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|--------------|-----------------------------------|----------|------------------------------|
| Job Title: | Coord, Business/Admin Svcs | Level I | Grade 30 \$28,000 - \$46,700 |
| Job Code: | DB04 | Level II | Grade 31 \$31,300 - \$52,100 |
| FLSA status: | Non-exempt | | |

Job Summary

Provides administrative support within a school/college or administrative unit to consolidate financial and business operations forwarded from various internal subordinate departments.

Essential Functions

1. Serves as liaison for departmental administrative support personnel to advising on policy and procedure relevant to business operations, budgeting, and human resources issues.
2. Coordinates daily business operations to include reviewing departmental financial transactions, budget change orders, payroll, and or travel vouchers.
3. Advises students, employees, and faculty on policies and procedures concerning operational issues related to business and financial operations.
4. Assists in developing and balancing the school/college/administrative unit's total budget based on financial information gathered from subordinate departments.
5. Coordinates human resources processes to include recruitment of new employees and completing and reviewing personnel action forms
6. Prepares or coordinates the preparation of business and financial reports.
7. May be responsible for coordinating the purchase and/or maintenance of equipment and inventories.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|---|--|---|
| I | Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision. | Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work. | High school diploma or equivalent plus 4 years. |
| II | Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision. | Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work. | High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent. |

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

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 4 years.

Level II High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in administrative and financial support service

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

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, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 1/3/2012
