
Auburn University Job Description

Job Title:	Spec Asst, Col of Engineering	Job Family:	No Family
Job Code:	DB29*	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Reports to the Dean of the College of Engineering and provides professional assistance in expanding outreach efforts in new areas; acts as a liaison with the engineering development office; plans and coordinates special events for the college and assists in special projects.

Essential Functions

1. Serves as the College of Engineering liaison with development donor relations coordinator.
2. Contacts and visits current and potential donors to the college.
3. Serves as the donor liaison for tours, information and special events and requests.
4. Serves as the dean's office liaison for joint programs, events and special activities related to development.
5. Coordinates event planning efforts with other departments around campus for the deans office.

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

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School diploma or equivalent.
Experience (yrs.)	8	Experience in complex administrative support services

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 higher education policies and procedures and office procedures and practices.

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: 1/9/2012
