Auburn University Job Description

Job Title: Tech, Outreach Education Data
Job Code: DB37
FLSA status: Non-exempt

Job Family: No Family
Grade 29: $25,000 - $41,700

Job Summary
Maintains the College of Engineering Continuing Education database, related reporting systems, and registration pages.

Essential Functions
1. Maintains and oversees Engineering Continuing Education database and related reporting systems ensuring data is accurate and secure. Troubleshoots hardware and software issues ensuring database is up-to-date and without issue. Assists with the development and implementation of software programs.
2. Creates customized registration pages per outside vendor requests to assist with data gathering.
3. Updates and maintains department webpage to ensure courses are available and additional information is provided.
4. Creates customized marketing materials per outside vendor requests. Develops custom surveys to gather information about continuing education.
5. Trains others on registration software for engineering outreach courses.
6. Collaborates with other College of Engineering offices on special projects requiring webpage development and registration pages.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td>General</td>
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| Experience (yrs.) | 3 | Experience in data management and webpage development. |

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of Cascade, WordPress, Qualtrics, and Microsoft office computer programs.

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.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

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

Job occasionally requires standing, and lifting up to 10 pounds.

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

Date: 1/11/2018