
Auburn University Job Description

Job Title: **Tech, Outreach Education Data**

Job Family: No Family

Job Code: **DB37**

Grade 29: \$25,000 - \$41,700

FLSA status: Non-exempt

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 data base 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	General
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
