
Auburn University Job Description

Job Title:	Coord, Technical/Admin Support	Job Family:	No Family
Job Code:	DB40	Grade 30:	\$28,000 - \$46,700
FLSA status:	Non-exempt		

Job Summary

Plans and coordinates activities of designated projects to ensure that goals and objectives are accomplished within prescribed time frame and funding parameters. Provides varied and high level administrative and technical support to an administrative department, with significant emphasis on more complex administrative tasks.

Essential Functions

1. Oversees and maintains database system(s) to include, but not limited to, work orders, equipment inventories, project templates, and/or other related information.
2. Creates documentation and/or templates specific to specialty and ensures proper information is inputted into system/database for effective operational and data maintenance.
3. Plans and coordinates large or complex projects and various department processes. Performs specialized technical duties and complex administrative tasks.
4. Ensures all equipment and/or inventories are properly maintained and service is performed as needed.
5. Serves as a point of contact in department and/or specialty.
6. May perform data analysis on projects, departmental operations, or other processes related to work performed.
7. May be involved in the hiring process to include, but not limited to, reviewing and verifying documentation is complete, coordinating new hire paperwork, and orienting new employee.
8. May perform other related duties as assigned.

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	High School Diploma or equivalent.
Experience (yrs.)	4	Experience in administrative support and/or coordinating projects related to specialty.

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

Individual positions may require certifications within specialty.

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.

Date: 8/14/2018
