Auburn University Job Description

Job Title: Dir, Banner Project
Job Code: EA33*
FLSA status: Exempt

Job Summary
Manages the implementation of the Banner system, an administrative suite of Student, Finance, Human Resources, and Financial Aid systems.

Essential Functions
1. Coordinates work on the Banner project in conjunction with project managers.
2. Monitors and periodically assists or directs the implementation teams.
3. Recognizes problems that need solutions and assures that they are referred to the appropriate level.
4. Provides the Executive Committee with monthly executive summaries and meets with the Executive Committee quarterly.
5. Chairs the Banner Steering Committee which meets on a monthly basis.
6. Facilitates two-way communication with campus stakeholder groups.
7. Assures that functional work teams are set up as needed to manage project subtasks.

Supervisory Responsibility
Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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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<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Business Administration, Management, Computer Engineering, Computer Science, Information Systems, or related field</td>
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| Experience (yrs.)       | 5                                    | Experience with the implementation and/or maintenance of Banner programming |

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 Banner Information Systems to include applications and uses.

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: 1/3/2012