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## Auburn University Job Description

Job Title:	<b>Sales Representative</b>	Level I	Grade 26 \$18,400 - \$30,600
Job Code:	<b>EA37</b>	Level II	Grade 27 \$20,300 - \$33,800
FLSA status:	Non-exempt		

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### Job Summary

Responsible for the daily sales activities and operations of the facility.

### Essential Functions

1. Processes daily sales and purchasing transactions; handles and reconciles the cash, checks and credit card documents; maintains customer files and prepares reports.
2. Demonstrates products for customers and assists customers in product selection; informs patrons about current and future art exhibits.
3. Maintains inventory and reorders stock and supplies.
4. Plans and develops marketing programs, to include promotional events and special events.
5. Maintains salesroom, equipment, and supplies, including but not limited to pricing and attractively displaying products.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Follows specific procedures. Task variety is limited. Work is performed under close supervision.	Basic knowledge of standard office functions. Communicates with other is limited to exchange of routine information.	High school diploma or equivalent.
II	Tasks are varied and broad. Work is performed under occasional supervision.	Standard knowledge of office functions. Working knowledge of Auburn University administrative systems appropriate to the position.	High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

**Level I** High school diploma or equivalent.

**Level II** High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

High School Diploma or equivalent

#### Focus of Experience

Experience in sales and/or sales operations

#### 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

See Job Family Levels

#### Certification or Licensure Requirements:

None Required.

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### 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.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, and lifting up to 50 pounds.

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

Date: 2/22/2016

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