
Auburn University Job Description

Job Title:	Coord, Art Studio	Level I	Grade 29 \$25,000 - \$41,700
Job Code:	EA60	Level II	Grade 30 \$28,000 - \$46,700
FLSA status:	Exempt	Level III	Grade 31 \$31,300 - \$52,100

Job Summary

Coordinate the preparation of materials and maintains the equipment and spaces necessary for safe workable studios as required by the Art Department and faculty.

Essential Functions

1. Supports the Art Department in the safe operation and set up of equipment in its various art studios including, but not limited to, sculpture, ceramics, wood and metal fabrication; prepares and organizes studios as required by purchasing and/or setting up equipment; services and installs equipment and tools as necessary.
2. Designs and fabricates new equipment required for faculty research and instruction.
3. Demonstrates and supervises the appropriate and safe use of a wide range of equipment, supplies, chemicals, and materials preparation for students, staff, and faculty; responds to student inquiries about the same.
4. Provides follow-up technical instruction on the use of stationary power tools for wood-working, metal fabrication, and ceramics work; assists students and ensures the safe operation of portable power tools such as saws, drills, and grinders as required.
5. Assists faculty and students with research of new methods and techniques for art making; assists faculty in demonstrating methods/practices of design and fabrication; assists students and faculty with art work and equipment that involves the use of electronic sensors, motors, lights, and other mechanical and electronic devices; assists with technical design aspects of this work.
6. Designs, fabricates, and modifies equipment, shelving, storage, work benches, and other shop furniture using metal and wood.
7. Plans course support needs in conjunction with faculty, and orders and/or purchases supplies and services as required; receives, monitors and maintains the supplies inventory for courses.
8. Conducts walk through inspection of studios to identify building repair and cleaning needs and coordinates necessary services; liaises with Facilities and Risk Management and Safety regarding student first aid, security, equipment security, space use, and storage of equipment and furniture.
9. Assists with budget estimates for course supplies; monitors expenditures in cooperation with faculty.

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



Auburn University Job Description

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.



Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. 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.

Auburn University Job Description

Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Art

Focus of Experience

Experience in a variety of art disciplines such as studio, design, media, and shop practices; operation of kilns for ceramics; safe use of a variety of stationary and other tools used in wood and metal fabrication.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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.

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/4/2012

Auburn University Job Description
