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## Auburn University Job Description

Job Title: **Coord, Col/School Programs**

Job Family: No Family

Job Code: **EA84**

Grade AA07 \$37,900 - \$56,900

FLSA status: Exempt

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### Job Summary

Responsible for planning, coordinating, and implementing various programs designed to engage constituents of a college or school. Serves as a liaison between students, faculty, staff, alumni, employers, and/or other program participants and works to ensure continued program success.

### Essential Functions

1. Plans, develops, and assists in the execution of programs aimed at enhancing the reputation, scope, and influence of a college or school, as well as the University overall.
2. Coordinates, plans, and organizes events to include, but not limited to, set-up, speakers' arrangements, and/or contract negotiations. Ensures adherence to the special events budget of a college or school.
3. Provides information to staff, students, and constituents concerning college or school programs through presentations, inquiry response, and correspondence.
4. Develops and coordinates the marketing function for assigned programs including, but not limited to, brochures, newsletters, websites, and press releases.
5. Creates and maintains records of contacts and constituents. Builds relationships and promotes interaction between college/school administration, business partners, alumni, faculty, staff, and students.
6. Prepares itineraries and makes travel arrangements for those involved in career initiatives, recruitment, and alumni networking.
7. May perform high level administrative support duties as needed.
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>
<b>Education</b>	Four-year college degree	Degree in Communications, Marketing, Business, or field related to college/school and/or designated programs.
<b>Experience (yrs.)</b>	3	Professional experience in administration, hospitality, and/or event coordination.

#### 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

Excellent interpersonal and organizational skills.

Excellent written and oral communication skills with the ability to effectively connect with a variety of constituents.

Knowledge of project management and/or marketing practices preferred.

#### Certification or Licensure Requirements

None required.

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### 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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires and lifting up to 10 pounds.

Date: 8/7/2018

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