
Auburn University Job Description

Job Title: **Mgr, Aux Svcs External Affairs**
Job Code: **EA90**
FLSA status: Exempt

Job Family: No Family
Grade 34: \$45,100 - \$75,100

Job Summary

Manages and oversees the external business interactions of various Auxiliary Services units, including contract administration.

Essential Functions

1. Maintains operational and strategic partnerships with third party contractors.
2. Selects, formulates, and recommends the implementation of new business concepts, systems, technologies, and programs.
3. Communicates and interacts with administrators, business executives, and customer groups to review services and make recommendations.
4. Develops and implements policies, procedures, methods, and tools for various sub-sections of Auxiliary Services.
5. Supervises and provides end-user support to broad service areas through consultation, advisement, problem identification and resolution, training, and documentation support.
6. Manages and oversees specific projects and/or units to include human resource and budget administration.
7. Provides strategic review, business analysis, and long-term planning for programs, services, and enterprises within Auxiliary Services as well as proposed projects and ventures.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Management, Business Administration, Finance, Information Systems Management, or related field
Experience (yrs.)	3	Experience in business operations and/or administration

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 business operations, finance and budgeting activities, and information technology principles and applications.

Certification or Licensure Requirements

None Required.

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.

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 sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 10/14/2011
