
Auburn University Job Description

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| Job Title: | Admstr, Campus Sustain | Level I | Grade 32 \$35,000 - \$58,400 |
| Job Code: | EH08 | Level II | Grade 33 \$39,300 - \$65,500 |
| FLSA status: | Exempt | Level III | Grade 34 \$45,100 - \$75,100 |

Job Summary

Plans and manages campus sustainability programs and serves as an advocate for the advancement of these programs for Auburn University.

Essential Functions

1. Coordinates, plans, and implements programs and projects that promote sustainability, some of which are coordinated with other campus offices, assesses program needs, organizes materials, and evaluates program success.
2. Collaborates in developing communications and outreach strategies for internal and external audiences to include website and publication of newsletters, updating social media sites, creates and manages reports, fact sheets, and other printed materials.
3. Collects, analyzes, and organizes data from campus departments and maintains databases to reflect program development and for external reporting purposes, including campus-wide sustainability reporting.
4. Promotes sustainability to faculty, staff, students, and the broader community through education and training programs and by providing resource information on sustainability for campus and broader communities.
5. Contributes to the development of the message content and message delivery through the department website, newsletter, and other social and printed media as well as presents verbal presentations to faculty, staff, students, and other audiences.
6. Coordinates the planning of speakers, films, panels, and symposia.
7. Represents the office by serving on committees and attending meetings.
8. Assists the director with strategic planning, budget development and management, grant writing and reporting, and annual reporting as needed.
9. May be required to manage schedules and calendars, invoice processing, credit card reconciliation, budget tracking and other office duties.

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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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.

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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 discipline related to program

Focus of Experience

Experience in project management, data gathering and communications

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.

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, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 5/21/2013
