
Auburn University Job Description

Job Title: **Coord, McCrary Operations**

Job Family: No Family

Job Code: **HC97**

Grade DC03: \$51,752- \$82,802

FLSA status: Exempt

Job Summary

Reporting to the Director of McCrary Institution, the McCrary Operations Coordinator supports the Director at an operational and tactical level while maintaining business continuity through overseeing the day-to-day operations, anticipating and averting problems, and prioritizing and assigning action items to ensure the organization efficiently accomplishes goals. Assists the Director's initiatives and plans to successfully complete special projects. Cultivates internal and external relationships to create partnerships and cooperative opportunities to expand the research and development missions of the Institute. Serves as a subject matter expert on homeland security, cybersecurity, critical infrastructure security, and related policy issues.

Essential Functions

1. Serves as the central operations coordinator, ensuring day-to-day operations run smoothly and efficiently. Interacts with internal and external officials and stakeholders, often involving detailed communications and exchange of confidential or sensitive information. Supports the Director by managing action items, ensuring proper information flow, and anticipate and avert problems. Oversees department projects and establish standard operating procedures.
2. Provides research and analysis on issues relating to homeland security, cybersecurity, and critical infrastructure security. Develops project proposals and plans for sponsored research projects and request for proposals. Researches, complies, distributes and maintains information on legislation, legislators, public officials, and legislative issues; prepares reports and materials. Monitors and tracks the budget processes and assists strategize congressional appropriation funding opportunities.
3. Coordinates a wide range of special events, campus visits, and meetings, including but not limited to: donor, private sector, and government relations; faculty, staff, and student engagement; and community activities. Responsible for directing scheduling and advance, contract and vendor management, logistics, venue management, and staff. Ensures proper security and transportation protocols are in place. Prepares briefings in a timely manner for stakeholders.
4. Assists with strategic plans, special projects, and initiatives. Implements strategies for the office that achieves the goals and objectives of the Director of the McCrary Institute.
5. Establishes and maintains relationships with individuals and entities both internal and external to identify and explore opportunities for cooperative efforts to expand the research and development missions of the Institute and University.
6. Coordinates all communications and works closely with the Office of Communications and Marketing and the College of Engineering Office of Communication and Marketing to develop and deliver messaging and publicity opportunities through print and electronic media. Assists in preparing executive level correspondences, presentation materials, and talking points for senior leadership.
7. Performs other duties as assigned.

Supervisory Responsibility

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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>
Education	Some college; vocational or Associate's Degree	Some college in Political Science, Communication, Business Administration, or other related field.
Experience (yrs.)	2	Experience in design, analysis, and reporting of data analysis.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of homeland security, cybersecurity, and critical infrastructure security issues; the inner workings of the federal and state government; legislative processes and congressional affairs; intelligence and defense agencies; state and federal contracting guidelines; Auburn procurement regulations; accounting principles; AP style; Auburn sponsored research rules and regulations.

Ability to successfully manage complex tasks and initiatives, provide leadership and oversight for various teams to complete vital projects, works under tight time restraints, multitask on varies items, handle sensitive and confidential information, collaborate with internal and external entities/representatives, be customer service oriented, demonstrate effective and clear communication, use discretion when working with VIPs and University leadership.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 2/1/2021
