
Auburn University Job Description

Job Title: **Coord, McCrary Operations**

Job Family: No Family

Job Code: **HC97**

Grade DC03 \$53,300- \$85,300

FLSA status: Exempt

Job Summary

Reporting to the Director of the McCrary Institute for Cyber and Critical Infrastructure Security, the McCrary Operations Coordinator supports the Director at an operational and tactical level while maintaining business continuity through overseeing the day-to-day operations managing proper and standard information flow for the unit, including but not limited to scheduling, expenses, and task management. Assists the Director's initiatives and plans to successfully complete routine and special projects.

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 in a timely and standard manner.
2. Oversees department projects and establishes standard operating procedures such as scheduling, expenses, and task management. Researches, compiles, distributes, and maintains information on various aspects of cyber and critical infrastructure security. Prepares reports and materials. Assists in preparing executive level correspondence, summaries, and presentation materials.
3. Monitors and tracks the budget and university policies and procedures.
4. Coordinates a wide range of special events, campus visits, and meetings with internal and external stakeholders, including but not limited to: government, industry, sponsors, faculty, staff and students. Responsible for directing scheduling and logistics, contract and vendor management, venue management, and staff. Ensures proper protocols are in place. Prepares briefings in a timely manner for stakeholders.
5. Assists with strategic plans, special projects, and initiatives. Implements strategies for the office that achieve the goals and objectives of the Director of the McCrary Institute.
6. Performs other 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>
Education	Four-year college degree	Degree in Political Science, Communication, Business Administration, or other related field.
Experience (yrs.)	2	Experience in coordinating projects or programs.

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

Ability to successfully manage complex tasks and initiatives, work under tight time constraints, multitask on various items, handle sensitive and confidential information, collaborate with internal and external entities and representatives, be customer service oriented, demonstrate effective and clear communication.

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: 5/23/2022
