
Auburn University Job Description

Job Title:	Coord, Veterans Res Ctr	Level I	Grade 31 \$31,300 - \$52,100
Job Code:	KB09	Level II	Grade 32 \$35,000 - \$58,400
FLSA status:	Exempt	Level III	Grade 33 \$39,300 - \$65,500

Job Summary

Assists and oversees the operations of the Auburn University Veterans Resources Center (AUVRC) including planning, developing, implementing, and evaluating University Veterans services and programs

Essential Functions

1. Serves as a university Veterans Affairs School Certifying Official.
2. Coordinates existing, and develops new, academic and campus partnerships. Manages and develops relations with local, state, and federal veterans councils and entities. Manages programs for veteran hiring initiatives and assists the Director as the veteran center liaison between University faculty, staff, and other personnel/agencies outside the University.
3. Develop, plan and execute a continuous program to increase student veteran interaction and philanthropy within the University and community; stays current on trends and best practices in the field of veterans programs that have the potential to impact the veteran student population and Auburn University.
4. Advises and instructs students and parents on financial aid issues regarding Federal Veterans Administration education benefits programs and other financial aid, scholarships, fellowships, and assistantships programs.
5. Conducts workshops, activities, and programs intended to educate students and their family members on issues related to their transition to the University environment and the students veterans educational benefits programs.
6. Assists in the coordination and implementation of programs, policies, and procedures for the AUVRC.
7. Educates others on financial aid issues, bursar issues, registrar issues, admissions issues, and graduate and undergraduate degree issues as they are affected by VA educational programs, guidelines, regulations, policies, procedures and laws. Answers questions, writes letters, and/or gives presentations as required to respond to the student or a family members inquiry, veterans administration inquiry, and/or other inquiries from other Universities and entities.
8. Makes recommendations and implements changes/improvements to the AUVRC programs.
9. Represents the AUVRC by participating in state, regional, and national Veteran Administration training programs and conferences.

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 Counseling, Business, Management, Human Resources, Adult Education, or related field

Focus of Experience

Experience in financial aid processes or military/veterans affairs

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

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 and lifting up to 25 pounds.

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

Date: 10/26/2016
