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## Auburn University Job Description

Job Title:	<b>Campus Architect</b>	Level I	Grade 32 \$35,000 - \$58,400
Job Code:	<b>NC52</b>	Level II	Grade 33 \$39,300 - \$65,500
FLSA status:	Exempt	Level III	Grade 34 \$45,100 - \$75,100
		Level IV	Grade 35 \$51,900 - \$86,400
		Level V	Grade 36 \$59,700 - \$99,600
		Level VI	Grade 37 \$68,700 - \$114,500

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### Job Summary

Provides architectural management, support, and oversight of project scopes, budgets, contracts, designs, bidding, construction and compliance with codes and standards, and day-to-day operational and tactical aspects associated with various projects and facilities.

### Essential Functions

1. Performs architectural design functions by preparing schematics, working drawings, and specifications for projects of a complex nature.
2. Coordinates projects to include scheduling, budgeting, monitoring cost and resolving client issues.
3. Selects and manages the services of architects, engineers, and consultants.
4. Performs periodic construction inspections and prepares and distributes reports to appropriate personnel.
5. Collects data for use in the formulation of university design standards and maintains approved design criteria and/or code compliance requirements.
6. Coordinates and oversees the design and production of drawings and specifications with each of the required disciplines within the department.
7. Coordinates with other units, internal and external, to receive and distribute estimates and bids of construction costs for user/client approval.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Works under close supervision; receives specific and detailed instructions for required tasks and results expected. Performs a variety of routine tasks. Usually assumes no responsibility for direction of others.	Familiarity with architecture staff, methods, practices and programs.	B.S. in Architecture and no experience.
II	Performs standard architectural work requiring application of standard techniques and procedures. Assignments may include higher-level work for developmental purposes. Receives close supervision on new aspects of assignments. Uses prescribed methods, performs specific and limited segments of an experienced architect's broader assignment.	Continuing developmental level. Limited exercise of judgment required when less common methods or procedures are necessary.	B.S. in Architecture plus 2 years professional experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Assignments have clear and specific objectives and require investigation of a limited number of variables. Receives instructions on specific assignment objectives, complex features, and possible solutions. May be assisted by architects or technicians and be responsible for single phase of a project.	Independently evaluates, selects and applies standard architectural techniques and procedures while using judgment when making minor adaptations and modifications.	B.S. in Architecture plus 4 years professional experience. Experience must include at least 2 years at the preceding level or equivalent.
IV	Plans and conducts work requiring judgment in independent evaluation, selection and substantial adaptation/modification of standard techniques, procedures, and criteria. Devises new solutions to problems encountered. Independently performs most assignments with instruction only regarding general expected results. May supervise a few architects and/or technicians on project basis.	Fully competent in all conventional aspects of subject matter or functional area of assignments.	B.S. in Architecture or closely related field and licensed as an Architect in the state of Alabama.
V	Makes decisions independently regarding architectural complexities and methods. Supervision and guidance relate largely to overall objectives, critical issues, new concepts and policy matters. Supervises, coordinates and reviews work of small staff of architects and/or technicians. As individual researcher or staff specialist, performs complex or novel assignments requiring development of new and/or improved techniques and procedures.	Applies diversified knowledge of architectural principles and practices to broad variety of assignments and related fields. Requires use of advanced techniques and modification and extension of theories, precepts and practices in individual's field.	B.S. in Architecture or closely related field, licensure as an Architect in the state of Alabama, and 3 years of progressive architectural experience as a Licensed Architect. Experience must include at least 3 years at the preceding level or equivalent.

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VI	Plans and develops architecture projects concerned with unique or controversial complexities which have important impact on major organization programs. Plans, organizes and supervises work of staff of architects and technicians. As individual researcher, consultant or staff specialist conceives plans and conducts research in areas of considerable scope and complexity.	Technical liaison to individuals within or outside his organization involving exploration of subject area, definition of scope, selection of areas for investigation and development of novel concepts.	B.S. in Architecture or closely related field, licensure as an Architect in the state of Alabama, and 6 years of progressive architectural experience as a Licensed Architect. Experience must include at least 3 years at the preceding level or equivalent.
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\* 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** B.S. in Architecture and no experience.
- Level II** B.S. in Architecture plus 2 years professional experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** B.S. in Architecture plus 4 years professional experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level IV** B.S. in Architecture or closely related field and licensed as an Architect in the state of Alabama.
- Level V** B.S. in Architecture or closely related field, licensure as an Architect in the state of Alabama, and 3 years of progressive architectural experience as a Licensed Architect. Experience must include at least 3 years at the preceding level or equivalent.
- Level VI** B.S. in Architecture or closely related field, licensure as an Architect in the state of Alabama, and 6 years of progressive architectural experience as a Licensed Architect. Experience must include at least 3 years at the preceding level or equivalent.

### Focus of Education

Degree in Architecture required for Level I, II, and III. Degree in Architecture or closely related field and licensure as an Architect in the state of Alabama required for Level IV, V, and VI.

### Focus of Experience

Experience in principles and practices of architectural design

### 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

#### Certification or Licensure Requirements:

Valid Driver's License; must be a Licensed Architect in the state of Alabama in order to promote to levels 4, 5, and 6 of the job family.

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### 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.

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## **Auburn University Job Description**

Job frequently requires talking, hearing, .

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

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 5/8/2015

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