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## Auburn University Job Description

Job Title:	<b>Membership Officer</b>	Job Family:	No Family
Job Code:	<b>OA24</b>	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

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### Job Summary

Oversees the membership programs and initiatives of the Jule Collins Smith Museum (JCSM).

### Essential Functions

1. Develops and implements a comprehensive membership strategy for the JCSM; organizes and execute membership drives.
2. Cultivates relationships with members through the museum's special interest programs.
3. Tracks the status of all memberships and encourages membership upgrades through appropriate interaction with members.
4. Develops and implements a variety of avenues to reach potential members in the community.
5. Coordinates with other Development staff in the identification of potential funding sources for JCSM.
6. Participates in outreach programs and speaking engagements as necessary.

### 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>
<b>Education</b>	Four-year college degree	Degree in Liberal Arts, Education, Marketing, or related field
<b>Experience (yrs.)</b>	4	Experience in membership or development operations

### 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

Knowledge of and familiarity with Auburn University and the surrounding communities

### Certification or Licensure Requirements

None Required

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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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 10/23/2012

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