
Auburn University Job Description

Job Title:	Coord, Univ Creative Svcs	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	OC20	Level II	Grade 31 \$31,300 - \$52,100
FLSA status:	Non-exempt		

Job Summary

Coordinates the production and delivery of publication and other creative services projects; ensures completed projects meet required specifications and the needs of customers and the Communications and Marketing Department.

Essential Functions

1. Coordinates the flow of publication and other marketing and creative services projects.
2. Works collaboratively with multiple vendors and the editing, writing, and design team regarding project deadlines, job estimates, and the status of projects.
3. Coordinates the scheduling and placement of banner ads on Tiger Transit buses.
4. Proofreads and routes in-house projects.
5. Processes invoices for banner ads and other creative services projects.
6. Serves as the point-of-contact to management, vendors, and customers regarding the status of projects.
7. Approve all university publications and printed materials to make sure that they meet university standards.

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	Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision.	Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.	High school diploma or equivalent plus 4 years.
II	Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision.	Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work.	High school diploma or equivalent plus 6 years of relevant 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 High school diploma or equivalent plus 4 years.

Level II High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in coordinating projects.

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:

None Required.

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, handling objects with hands, .

Job occasionally requires standing, walking, .

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

Date: 1/5/2012
