

## JOB INFORMATION

|                         |                      |
|-------------------------|----------------------|
| Job Code                | ED30                 |
| Job Description Title   | Coord, Score         |
| Pay Grade               | OP03                 |
| Range Minimum           | \$33,480             |
| 33rd %                  | \$37,380             |
| Range Midpoint          | \$39,330             |
| 67th %                  | \$41,290             |
| Range Maximum           | \$45,190             |
| Exemption Status        | Non-Exempt           |
| Approved Date:          | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 5/17/2019            |

## JOB FAMILY AND FUNCTION

|               |                      |
|---------------|----------------------|
| Job Family:   | Outreach             |
| Job Function: | Community Engagement |

## JOB SUMMARY

Supports the day-to-day operations for the Southeastern Center of Robotics Education (SCORE) outreach programs.

## RESPONSIBILITIES

- Assists in planning and executing events for VEX Robotics K-12 Tournaments hosted by or supported by the Southeastern Center of Robotics Education (SCORE) at Auburn University. Communicates with on-site VEX tournament hosts for pre-planning logistics and provides on-site event support during tournament.
- Assists with the coordination and implementation of robotics-based programs, camps, trainings, and competitions at SCORE that serve the overall mission of the center.
- Maintains and repairs current equipment/kits for SCORE, including but not limited to robots and robotics kits, 3-D printing machines, VEX tournament equipment, training computers, drones, travel trailer and vehicles. Orders new equipment/kits as needed.
- Assists with developing and distributing marketing materials for SCORE programs, including print materials and website maintenance.
- Travels as needed to assist partner sites and/or schools hosting robotics education competitions, trainings, and programs.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level            | Focus of Education                |  | Years of Experience | Focus of Experience                                                                    |  |
|----------------------------|-----------------------------------|--|---------------------|----------------------------------------------------------------------------------------|--|
| High School Diploma or GED | High School Diploma or equivalent |  | 0 years of          | Experience participating in robotics-related programs or working with similar systems. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of educational robots and robotics kits used in VEX, BEST, SeaPerch, and other similar programs and systems.

Must have working knowledge of operational logistics needed to plan and implement Robotics tournaments (e.g. VEX-IQ, VRC, BEST, SeaPerch, etc.), including setting up video displays, sound systems, playing fields, and operating tournament management and/or scoring systems.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              |            | X          |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              |            | X          |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        | X            |            |            |
| Extreme heat           |       |        | X            |            |            |
| Humidity               |       |        | X            |            |            |
| Wet                    |       |        | X            |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Vibration         |       |        | X            |            |            |

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