
Auburn University Job Description

Job Title:	Sp Asst, Asc Prov - Und Std	Job Family:	No Family
Job Code:	AE60	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Provides leadership and management in the development and implementation of the Office of Undergraduate Studies projects and initiatives that support college and cross-college academic programs.

Essential Functions

1. Provides leadership in the implementation and coordination of programs.
2. Provides training on initiatives as needed to faculty and staff.
3. Researches and assesses products and programs for possible implementation and develops recommendations for projects.
4. Evaluates opportunities for streamlining processes with automation to promote efficiencies and non-duplication of services.
5. Supports the development and implementation of a communication plan to increase campus awareness of programs.
6. Coordinates and oversees the development and maintenance of various websites.
7. Provides end user support for assigned units.
8. Acts as liaison to other colleges, departments, and appropriate committees.

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>
Education	Four-year college degree	Degree in Management, Information Technology, or related
Experience (yrs.)	5	Experience in higher education administration, project management, or employee development

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 data collection and analysis, communication practices, and project management.

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 walking, sitting, talking, hearing, handling objects with hands, .

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

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

Date: 10/23/2012
