
Auburn University Job Description

Job Title:	Agent Assistant	Level I	Grade 28 \$22,300 - \$37,200
Job Code:	CA01	Level II	Grade 29 \$25,000 - \$41,700
FLSA status:	Non-exempt		

Job Summary

Responsible for the delivery and organization of educational programs that are provided to citizens throughout the state of Alabama

Essential Functions

1. Selects, reviews, and delivers pre-designed educational programs based on a defined curriculum to adults and youth throughout the county.
2. Registers participants for presentations and coordinates meeting locations and times with local city leaders, school administrators and volunteers.
3. Distributes and conducts surveys designed to measure the effectiveness of the educational programs and the ability to reach the adults and youth attending these programs.
4. Responsible for gathering and submitting annual enrollment and demographic information for the purpose of submitting it to state and federal officials.
5. Coordinates volunteers in areas where additional assistance is needed to obtain the highest rate of effectiveness.
6. Performs all clerical responsibilities pertaining to program reports, news releases, newsletters, filing and program overviews.
7. Responsible for documenting worked hours, miles driven for work purposes and keeping an accurate count of expenditures for supplies.
8. May coordinate or assist in coordinating fundraising activities that benefit educational programming.
9. May research, design, and implement new educational program.

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 the organization and/or presentation of pre-designed educational programs/services, customer service, administrative support/clerical or related experience.

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

See Job Family Levels

Certification or Licensure Requirements:

Some positions may require content specific certification and or licensing.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 11/4/2014
