
Auburn University Job Description

Job Title:	Coord, Resident Treatment	Level I	Grade HW07 \$37,900 - \$56,900
Job Code:	CA30	Level II	Grade HW08 \$40,100 - \$64,200
FLSA status:	Exempt		

Job Summary

Coordinates the development, implementation, and management of all residential based therapeutic activities.

Essential Functions

1. Develops therapeutic activities in residence halls.
2. Implements and manages contingency management programs by training staff members, orienting students in their participation, and overseeing the practical requests of managing the commissary.
3. Oversees student activities including student government, planning for holidays, and special activities and intermural sports.
4. Organizes and develops plans for group counselors administering psyche-educational programs.
5. Collects and organizes data confirming student-staff engagement.
6. Writes reports summarizing student programming and activities.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years 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 Bachelor's degree in discipline appropriate to position with no experience.

Level II Bachelor's degree in discipline appropriate to position plus 2 years experience.
Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Liberal Arts, Social Sciences, or related

Focus of Experience

Experience in vocational/residential staff training

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:

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, talking, hearing, .

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 10/8/2013
