
Auburn University Job Description

Job Title: **Coord, EAGLES Prog & Ops**

Job Family: No Family

Job Code: **CA52**

Grade AA08 \$40,100 - \$64,200

FLSA status: Exempt

Job Summary

Reporting to the Director of the EAGLES program, this position plans, coordinates, and implements various programs designed to engage constituents for the Education to Accomplish Growth in Life Experiences for Success (EAGLES) program. Serves as a liaison between students, faculty, staff, alumni, employers, and/or stakeholders to ensure continued program success.

Essential Functions

1. Plans, develops, and assists in the execution of programs aimed at enhancing the reputation, scope, and influence of EAGLES, the College of Education, and the University overall.
2. Coordinates, plans, and organizes EAGLES events to include, but not limited to, set-up, speakers' arrangements, and/or contract negotiations adhering to specific program budget.
3. Perform administrative support duties as needed, including but not limited to the function of financial administrator and performing HR duties for the EAGLES program. Includes the management of day-to-day financial and human resource operations of the program including the hiring and payroll process of the Warm-Hearted Individuals Nurturing Great success (WINGS) peer mentor program that supports all EAGLES students while enrolled at Auburn University.
4. Provides information to EAGLES staff, students, and constituents concerning college or school programs through presentations, inquiry response, and correspondence.
5. Develops and coordinates the marketing function for EAGLES program activity and events including, but not limited to, brochures, newsletters, websites, and press releases.
6. Advises EAGLES stakeholders on processes, procedures, and programs. Gathers information to support the program.
7. Maintains relevant databases to ensure accurate and accessible records.
8. Assists EAGLES leadership with a variety of high-level administrative/professional program specific support responsibilities.
9. Creates and maintains records of EAGLES contacts and constituents. Builds relationships and promotes interaction between college/school administration, business partners, alumni, faculty, staff, and students.
10. Prepares itineraries and makes travel arrangements for those involved in career initiatives, recruitment, and alumni networking.
11. May perform other related duties as assigned.

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 Communications, Marketing, Business, or field related to college/school and/or designated programs.
Experience (yrs.)	2	Professional experience in administration, hospitality, and/or event coordination.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Excellent interpersonal and organizational skills.

Excellent written and oral communication skills with the ability to effectively connect with a variety of constituents.

Knowledge of project management and/or marketing practices preferred.

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 walking, sitting, reaching, talking, hearing, .

Job occasionally requires handling objects with hands, and lifting up to 25 pounds.

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

Date: 3/2/2023
