
Auburn University Job Description

Job Title: **Coord, Technical/Admin Support**

Job Family: No Family

Job Code: **DB40**

Grade AS07 \$33,700 - \$50,600

FLSA status: Non-exempt

Job Summary

Plans and coordinates activities of designated projects to ensure that goals and objectives are accomplished within prescribed time frame and funding parameters. Provides varied administrative and technical support to an administrative department.

Essential Functions

1. Oversees and maintains database system(s) to include, but not limited to, work orders, equipment inventories, project templates, and/or other related information.
2. Creates documentation and/or templates specific to specialty and ensures proper information is inputted into system/database for effective operational and data maintenance.
3. Ensures all equipment and/or inventories are properly maintained and service is performed as needed.
4. Serves as a point of contact in department and/or specialty.
5. May perform data on projects, departmental operations, or other processes related to work performed.
6. May plan and coordinate projects and various department processes. Performs specialized technical duties and administrative tasks.
7. Performs 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	High School	High School Diploma or equivalent.
Experience (yrs.)	4	Experience in administrative support and/or coordinating projects related to specialty.

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 general office practices, knowledge of basic math, and University policies and procedures.

Certification or Licensure Requirements

Individual positions may require certifications within specialty.

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

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 6/7/2022
