
Auburn University Job Description

Job Title: **Mgr, Business - AMSTI**

Job Family: No Family

Job Code: **ED15**

Grade AA09 \$45,100 - \$72,200

FLSA status: Exempt

Job Summary

Serves as the financial/budget/grant manager for the AMSTI-AU site. Manages and oversees the operation of the Alabama Math, Science, and Technology Initiative (AMSTI) materials distribution and refurbishment center to include the refurbishment process, pick up and delivery of kit modules, inventory control, oversight of budget, shipping and handling, and personnel management.

Essential Functions

1. Monitors the budget for the unit. Makes decisions and recommendations concerning financial and budget planning, analysis, monitoring, and allocation/reallocation for financial and budget administration decisions.
2. Oversees the daily operations of the warehouses to include work schedules of employees.
3. Manages the purchasing, inventorying, scheduling, and distribution (delivery and return) of science and mathematics modules and materials.
4. Organizes and maintains the materials center to ensure efficient use of space and storage of materials.
5. Maintains a database of teachers who are participants in AMSTI, and materials that are used in AMSTI, as well as, a schedule for the distribution and rotation of AMSTI modules to schools and teachers.
6. Provides accurate and timely reports to the AMSTI director and State Department of Education regarding the teacher and materials database, materials costs, distribution schedules, employee assignments and labor hours.
7. Trains AMSTI-AU Summer Institute participants on module logistics.
8. Provides technical support including user support, implementation, and maintenance of site technology.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 is Business or related field.
Experience (yrs.)	4	Experience in budgeting, equipment/materials purchasing, and warehouse design and operations

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

Knowledge of inventory control and state purchasing policies and guidelines.

Certification or Licensure Requirements

Fork Lift Certification

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 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 standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, and lifting more than 100 pounds.

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

Date: 6/13/2019
