
Auburn University Job Description

Job Title:	Coord, Rural Studio Const	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	NC91	Level II	Grade 31 \$31,300 - \$52,100
FLSA status:	Exempt		

Job Summary

Provides project planning and project management support to the Rural Studio facility.

Essential Functions

1. Provides assistance to faculty regarding project organization, project design review, construction logistics planning and management, and construction phase on-site supervision of student teams for design-build projects.
2. Provides support to faculty with regard to project documentation and reporting.
3. Provides documentation and support to the Rural Studio faculty and College of Architecture Design and Construction development team regarding project funding and in-kind material solicitations and donations.
4. Serves as the on-site building supervisor and schedules materials and services for delivery.
5. Prepares curriculum and course plans for assigned classes.
6. Establishes daily job site activities and labor schedules.

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	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.	Bachelors 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.	Bachelors 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 Bachelors degree in discipline appropriate to position with no experience.

Level II Bachelors 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 Architecture

Focus of Experience

Experience in instructing, building design and construction principles and practices, woodworking tools, and safety protocols

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 International Building Code, Americans with Disabilities Act Design Guidelines, architectural design process and principles, and Occupational Safety and Health Administration (OSHA) regulations.

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Frequent heavy or intense physical requirements, combined with exposure to a number of disagreeable elements, such as heat, cold, noise, dust, dirt, chemicals. Injury may require professional treatment or hospitalization. Constant precautions required.

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, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires and lifting more than 100 pounds.

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

Date: 8/8/2013
