

### JOB INFORMATION

Job Code	OA61
Job Description Title	Spec, Advancement Experience
Pay Grade	UA05
Range Minimum	\$46,900
33rd %	\$56,280
Range Midpoint	\$60,970
67th %	\$65,660
Range Maximum	\$75,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/9/2023

### JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	

### JOB SUMMARY

The Advancement Experience Specialist plans, develops, coordinates, and assesses events and experiences to support the mission and strategic goals of Auburn Advancement and to deepen the relationships and enhance the engagement of Auburn constituents. Assesses and evaluates program needs and program success in collaboration with the supervisor.

### RESPONSIBILITIES

- Develops and administers special projects and programs for Advancement innovation. Collaborates with Advancement colleagues to lead the development, planning, and support events and experiences to meet Auburn University and Advancement's strategic goals. Supports and ensures special projects and programs are implemented and operating within specifications.
- Develops, plans, and organizes events to include activities such as selecting speakers, negotiating contractual obligations for resources, set-up, and logistical considerations. Leads and supports execution of advancement events including, but not limited to, reunions, tailgates, awards ceremonies, professional development trainings, board of directors meetings, and other internal advancement experiences.
- Responsible for the ongoing monitoring of expenditures and adherence of budgets for programs and services. Responsible for transaction reconciliation, reimbursement accuracy, budget status reporting, and in-house budget training.
- Works with Director to consistently evaluate events and experiences. Creates reporting to provide insight for key data points. Analyzes data to support development strategies, and organizes and manages data to facilitate decision making and prospect strategies. Regularly examines data reporting for accuracy.
- Responsible for routine tasks associated with programs, services, and events to include, but not limited to, internal or external promotional activities, preparing reports, and presenting statistics and updates. Communicates and collaborates information across Advancement specific units. May collaborate with the marketing function for assigned development programs to facilitate effective internal communications and ensure implementation of timelines are met.
- Builds and maintains beneficial relationships and identifies opportunities for meaningful collaboration within and across the enterprise. Serves as primary contact and subject matter expert for the person or organization they represent.
- Leads, trains, oversees the work of student employees and volunteers in the set up and implementation of on-site events.
- Through oneself or others, completes daily operational duties for programs or events to include coordination and organization of activities, meetings, and events to include coordinating the speakers, vendors, reservation of venues, and budget monitoring.

## RESPONSIBILITIES

- Tracks and enters donor contacts for tracking of event activities such as engagement and event attendance. Exercises discretion working with sensitive and confidential information related to event guests, students, volunteers, and staff.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.
- Performs other duties as assigned.

## SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
----------------------------	---

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	No Specific Discipline.	And	5 years of	Experience in event or program coordination or management. Experience in a complex organization preferred.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

Knowledge of principles and processes for providing customer and personal services.

This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
----------------------------	-------

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Vision Requirements:

Ability to see information in print and/or electronically.