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## Auburn University Job Description

Job Title: **Coord, Engagement**

Job Family: No Family

Job Code: **OB05**

Grade 32: \$35,000 - \$58,400

FLSA status: Exempt

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### Job Summary

Coordinates the planning, implementation, and organization of special events and programs designed to increase engagement, heighten awareness, and enrich a continuing relationship with the college or school's stakeholders, which includes alumni, donors, students, faculty, and staff.

### Essential Functions

1. Develops, plans, and coordinates programs, special projects, and activities that may include but not be limited to alumni events, student outreach programs, career fairs, mentorship programs, K-12 grade initiatives, and open house events aimed at promoting engagement and increasing positive relationships with the department.
2. Creates and maintains record of contacts and constituents. Builds relationships by developing and promoting interaction between department administration, business/industry partners, alumni, faculty, staff, and students.
3. Identifies and recommends individuals, corporations, groups, or programs which qualify as prospective alumni, mentors, speakers, or donors.
4. May plan and give tours to campus visitors including school fieldtrips, high school students, potential incoming students, parents, alumni, or industry partners.
5. May research, design and compose content for dissemination through a variety of mediums, such as internal or external publications, brochures, posters, newsletters, websites, presentations, development/fundraising materials, press packages, or broadcast media.
6. May provide high level administrative support to include (but not limited to) typing, filing, proofreading, scheduling meetings, minutes, making travel arrangements and processing expense vouchers, preparing reports, documents and presentations.
7. Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption of operations and/or harm to university reputation and/or relationships with students or other internal or external groups or the general public.
8. Maintains event calendar and keep in sync with College/School and University master calendars.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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>
<b>Education</b>	Four-year college degree	No specific discipline.
<b>Experience (yrs.)</b>	2	Experience in public relations, donor relations, program management, or professional event planning.

#### **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 donor relations, event planning or program management including budget management, complex scheduling management, and ability to multi-task.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, talking, hearing,

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 3/13/2018

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