
Auburn University Job Description

Job Title:	Coord, ACES Creative Services	Level I	Grade MC05 \$35,000 - \$49,000
Job Code:	OC56	Level II	Grade MC06 \$37,000 - \$55,500
FLSA status:	Non-exempt		

Job Summary

The Coordinator of Alabama Cooperative Extension System (ACES) Creative Services coordinates production, printing, and delivery of communication and marketing materials, apparel and other creative services projects. Responsible for working with a variety of stakeholders to ensure completion of projects will align with the Alabama Cooperative Extension System guidelines and meet required specification and deadlines.

Essential Functions

1. Collaborates with print vendors and Extension stakeholders to obtain and provide print estimates for creative services projects, county office materials, and coordinates the print production process.
2. Tracks printing and shipping materials to ensure timely arrival and within budget.
3. Coordinates the review and approval process for Extension publications and materials to ensure they meet brand standards.
4. Oversees the Extension storefront for apparel and other branded products.
5. Monitors current state bid laws and university printing and branding guidelines.
6. Partners with project managers to coordinate the flow of creative services projects using the workflow system to input projects and track progress.
7. Assists with invoices processes for creative services projects.
8. Performs other 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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision.	Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.	High school diploma or equivalent plus 4 years.
II	Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision.	Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work.	High school diploma or equivalent plus 6 years of relevant 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 High school diploma or equivalent plus 4 years.

Level II High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma required.

Focus of Experience

Experience in the printing industry, communication, and design. Experience in media marketing in the private or public sector.

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 professional printing processes, paper stock typers, product ordering, and finishing options.

Knowledge of technical skills creative services workflow and digital asset management systems.

Knowledge of mailing services and shipping options.

Certification or Licensure Requirements:

None required

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.

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

Date: 12/5/2022
