

Coordinator I/II, Business/Administrative Services
Auburn University

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Posted Mar. 8, 2021, set to expire Jul. 19, 2021

Job Title	Coordinator I/II, Business/Administrative Services
Department	Professional & Continuing Edu-Other
Institution	Auburn University Auburn, Alabama
Date Posted	Mar. 8, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Fiscal Services
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Job Description

Job Summary

This posting is reserved for internal candidates only. Auburn University and Auburn University Montgomery employees. This does not include TES employees.

The candidate in this position will provide advanced and non standard administrative, financial, clerical support duties with minimal to no supervision to the online certification unit within the Office of Professional and Continuing Education.

Essential Functions

Essential functions The job includes complex administrative responsibilities without supervision; Track budgets and run funding authorizations for the Military Spouse Career Advancement Accounts, Army Credentialing program; Emergency Management Program and Dietary Manager Program, and Private Pay Certificates; Supervise the work of a student worker or TES employee when hired; Coordinate the advisory board for the Dietary Manager Program to include travel, food and documentation; Be a

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liaison to outside vendors, DOD Personnel, students, and university departments for all programs listed above; Prepare written and oral communication to students and curriculum providers; Maintain a filing system to support the programs; Distribute mail to graders and students ; Prepare and process forms related to the programs; Greet and hold telephone conversations with curriculum providers and students on a variety of nonstandard issues; Assist the Assistant Director with Dispute Resolution; Enter grades and register students in the registration system; Prepare certificates and mail to students; Work in both the internal registration system and the DOD registration system portal to create and maintain the database; Administer Tests and Grade Tests for Dietary Manager Certificate Program; Advise students on dispute policies and advocate for students with regards to type of certificate and the process for enrollment; prepares business and financial reports for the unit.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact