

Administrative & Professional Assembly

Biographical Information

Name: Debra A. Enebak

Number of years at Auburn University: Employee since June 1997

Current position: Executive Support Specialist II

Brief statement of current responsibilities: Provides direct administrative support to the Vice President for Research. Coordinates and maintains VPR schedule, calendar, travel arrangements and other assignments related to VPR duties. Assists with Undergraduate Research Fellowship Program and OVPR financial and personnel matters.

Previous Auburn University experience: Employed by the Office of Technology Transfer (OTT) as administrative support for eight years. Designed and maintained intellectual property database. Handled financial and personnel matters for unit. Prior to joining OTT, worked for four years in the School of Forestry, providing administrative support to extension, teaching and research faculty. Designed and maintained the Professional Logging Managers certification database for statewide program. Designed and maintained Web sites for PLM and Extension faculty assigned to me.

Description of prior service on A&P Assembly or committees: A&P Assembly Representative Place 16 (2010-2013); A&P Executive Committee At-Large Member (2011-2012) assigned as Executive Committee Liaison to Calendar and Schedules Committee and A&P Nominations & Elections Committee

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