
Auburn University Job Description

Job Title:	Admin Support Assoc-Acad	Level I	Grade 27 \$19,900 - \$33,100
Job Code:	DA02	Level II	Grade 28 \$21,900 - \$36,500
FLSA status:	Non-exempt		

Job Summary

Provides administrative and general clerical support within an academic department or outreach program with responsibility for a broad variety of office and project support duties and tasks.

Essential Functions

1. Performs multiple duties which are a mix of administrative and clerical in nature, which may include, but are not limited to data gathering, data management, correspondence, filing, calendar management, event scheduling, registration, mail distribution, answering the phone, website maintenance, and purchasing/ordering supplies.
2. Provides budget tracking and monitoring, payroll processing, travel/expense voucher processing, as well as other expenditure processing.
3. Advises faculty, staff, and students of standard policies or procedures.
4. Acts as a liaison to other departments, clients, and students on behalf of manager, director, or department head.
5. Acts as point of contact for purchasing or vendor/outside agencies.
6. May perform some administrative duties which may include, but are not limited to budget coordination, human resources administration (beyond payroll entry), recruitment coordination, preparation of reports/documents/presentations, or coordination of complex projects or events.
7. As an academic position, duties may also include but are not limited to scheduling classrooms, entering course information in to AU student scheduling system (OASIS), maintaining grades/registration, conducting teaching effectiveness surveys, contacting bookstores concerning textbooks, facilitating departmental presentations, and administrative issues related to student academic or financial status.

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	Tasks are varied and may involve specialized procedures or systems.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma or equivalent plus 2 years experience.
II	Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma plus 4 years. 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.

In order to promote to the highest level of this job family, employees must complete the University Office Administration - Office Management training curriculum.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 2 years experience.

Level II High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in clerical and administrative support services

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.

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands,

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 8/6/2009
