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## Auburn University Job Description

Job Title:	<b>Supv, Office - Acad</b>	Job Family:	No Family
Job Code:	<b>DB01</b>	Grade 30:	\$28,000 - \$46,700
FLSA status:	Non-exempt		

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### Job Summary

Performs a variety of administrative support duties and is responsible for full supervision of administrative support employees within an academic department.

### Essential Functions

1. Supervises non-student employees including: full responsibility for formal performance management, decision making or significant input into pay or hire/fire decisions, decision making or significant input into other employment status decisions
2. Resolves and responds to questions as they relate to policies and procedures.
3. Performs a variety of administrative duties, such as budget tracking and coordination, human resources administration, coordination of large or complex projects or events, liaison to other departments, and purchasing or vendor/outside agency point of contact.
4. Performs a variety of office support duties such as: typing and correspondence, filing folders, recordkeeping/compilation/data entry, preparation/processing forms and documents, calendars and scheduling, mail distribution and outgoing mailings, travel/expense vouchers, telephones and greeting, and supplies/inventory or similar duties.
5. Duties may also include scheduling classrooms, entering/retrieving course information in the Auburn University student scheduling system (OASIS), conducting teaching effectiveness surveys, contacting bookstores concerning textbooks, and administrative issues related to student academic or financial status.
6. May also serve as personal assistant to an Assistant Dean, department head, or manager.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	6	Experience in 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.

### Minimum Required Knowledge

Knowledge of office procedures and practices. Developed supervisory skills.

### 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.

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: 1/4/2012

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