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## Auburn University Job Description

Job Title:	<b>Admin Support Spec-Acad</b>	Level I	Grade 28 \$21,900 - \$36,500
Job Code:	<b>DB03</b>	Level II	Grade 29 \$24,400 - \$40,800
FLSA status:	Non-exempt		

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### Job Summary

Provides varied and high level administrative and technical support to an academic related department/unit , with significant emphasis on more complex administrative responsibilities.

### Essential Functions

1. Advises others on processes, procedures, and services; resolves policy related or procedural problems.
2. Gathers information and prepares various reports and correspondence; researches and resolves issues.
3. Provides budget tracking and coordination for a unit or department.
4. Coordinates large or complex projects or events.
5. Performs specialized technical duties and coordinates processes.
6. Reviews and verifies documentation for completeness and compliance with policies and procedures.
7. May assists in the development and maintenance of database.
8. Participates and/or assists in special activities such as orientations, consultations, and events.
9. Performs a variety of clerical duties, such as: typing & correspondence, filing/folders, recordkeeping/compilation/data entry, preparation/processing forms, calendars and scheduling, mail distribution and outgoing mailings, travel/expense vouchers, telephones and greeting, supplies/inventory, limited supervision of clerical or student work, other support duties of similar difficulty.
10. As an academic position, duties may also include scheduling classrooms, entering course information in to Auburn University student scheduling system (OASIS), conducting teaching effectiveness surveys, contacting bookstores concerning textbooks, administrative issues related to student academic or financial status, creating and updating websites, and controlling/maintaining access to facilities.

### 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.

**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 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 or equivalent

### Focus of Experience

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

### 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, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 11/29/2011

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