
Auburn University Job Description

Job Title: **Lead Admin Asst-ACES/AAES**

Job Family: No Family

Job Code: **DB08**

Grade 29: \$25,000 - \$41,700

FLSA status: Non-exempt

Job Summary

Performs a variety of administrative support duties and acts as Lead administrative position in an ACES or AAES department with multiple administrative support positions.

Essential Functions

1. As the lead, coordinates administrative activities of others in the department.
2. Resolves and responds to questions as they relate to policies and procedures.
3. May also serve as personal secretary to a department head or manager.
4. Performs a wide 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.
5. Performs a variety of office support duties, such as: typing and correspondence, filing/folders, recordkeeping/compilation/data entry, preparation/processing forms, calendars and scheduling, mail distribution and outgoing mailings, travel/expense vouchers, telephones and greeting, and supplies/inventory or similar duties.
6. May be responsible for scheduling or providing information for one or more programs.
7. May be responsible for handling cash and bank deposits.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	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.

Certification or Licensure Requirements

None Required.

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, hearing, .

Job occasionally requires standing, walking, reaching, talking, and lifting up to 10 pounds.

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

Date: 1/4/2012
