
Auburn University Job Description

Job Title: **Exec Asst/Bus Mgr, Division**

Job Family: No Family

Job Code: **DB18**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Provides professional budgeting and managerial expertise for a division including a combination of management of human resources, purchasing, complex events/meetings or projects and management of budgetary and financial functions.

Essential Functions

1. Manages the financial affairs of a division by monitoring expenditures and reimbursements and advising management on financial matters.
2. Manages the business operations and programs for the division.
3. Coordinates human resources activities such as staffing coordination for the division.
4. Provides guidance to administrators and staff regarding university and department policies and procedures.
5. Develops office procedures and implements administrative process changes.
6. Supervises the administration functions of the department and composes or prepares reports and presentations.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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.)	8	Experience in administrative and financial 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 rules and regulations related to human resource administration, budgeting policies and practices, and contract and grants administration.

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, talking, hearing, handling objects with hands, .

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

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

Date: 1/3/2012
