
Auburn University Job Description

Job Title:	Exec Asst, Exec Vice Pres	Job Family:	No Family
Job Code:	DB20	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Reports directly to the Executive Vice President and provides assistance in the administration of the office which includes significant authority and decision making responsibility.

Essential Functions

1. Serves as liaison and hiring manager for the Presidents' and Executive Vice President's Offices.
2. Monitors ongoing expenses and pays all expenses related to the Presidents' and Executive Vice President's Offices.
3. Prepares and distributes all correspondence and materials related to the Executive Vice President's area.
4. Answers all calls and greets visitors for the Executive Vice President.
5. Prepares and processes human resources administration forms for the President's and Executive Vice President's Office and several satellite units.
6. Schedules meetings, conferences, and travel and makes all necessary arrangements and coordinates appointments for the Executive Vice President.
7. Maintains files and archives documentation for the Executive Vice President.

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.)	8	Experience in complex 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 higher education policies and procedures, human resources administration and budgeting, accounting and payroll procedures.

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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 1/3/2012
