Auburn University Job Description

Job Title: Exec Asst, BOT Secretary
Job Code: DB21
FLSA status: Exempt

Job Summary
Provides varied and high level administrative and technical support to the Board Secretary, with significant emphasis on more complex administrative responsibilities or functions.

Essential Functions

1. Arranges meetings, appointments, conferences and travel for the Board Secretary and works with other administrators’ schedules to coordinate appointments and maintains calendars for reservations of conference rooms and other reserved spaces.
2. Monitors and reviews spending of trustee budget accounts to ensure requirements are met and accounts are not over expended.
3. Compiles materials in relation to the Board Secretary's Office functions, assists with the preparation of agendas and distributes minutes for meetings.
4. Assist with maintenance of confidential records and files.
5. Prepares correspondence as directed by the Board Secretary.
6. Interacts with AU officials and special interest groups and maintains positive relationships throughout the Auburn community.
7. Advises administrative staff members on policies, interpretations and procedures pertinent to the overall administration of the Board Secretary's Office.
8. Plans and develops special events.

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

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td>High School Diploma or equivalent</td>
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<tr>
<td>Experience (yrs.)</td>
<td>8</td>
<td>Experience in complex administrative and technical support services</td>
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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 and budgeting 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.

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, 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