Auburn University Job Description

Job Title: Presidential Assistant
Job Code: DB22
FLSA status: Exempt

Job Summary

Provides varied and high level administrative support to the President.

Essential Functions

1. Oversees daily office operations to include correspondence and scheduling of President's calendar.
2. Schedules and plans complex and large committee meetings.
3. Serves as liaison between the President's Office and the Vice President's Office, Provost's Office, Human Resources, Business Office, Alumni Office and other University entities.
4. Reviews for accuracy and form all documents prepared for the President's signature and prepares draft correspondence and documents according to the President's directions also transcribes dictation for the President.
5. Maintains confidential files for the President and maintains up-to-date mailing addresses and telephone numbers for groups and individuals with whom the President's Office maintains frequent contact.
6. Receives and screens telephone calls for the President to include scheduling conference calls and telephone polls, providing information and assistance to callers an/or visitors regarding university policies and procedures, and resolving complaints and inquiries directed to the President's Office.
7. Coordinates travel arrangements for the President.
8. Evaluates incoming written and oral inquiries, establishes priorities for responding to them, and forwards to the appropriate person.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>High School</td>
<td>High School Diploma or equivalent</td>
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<tr>
<th>Experience (yrs.)</th>
<th>Focus of Experience</th>
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<tr>
<td>8</td>
<td>Experience in administration 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, human resources administration and accounting 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.

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: 1/5/2012