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## Auburn University Job Description

Job Title:	<b>Exec Support Asst</b>	Level I	Grade 29 \$25,000 - \$41,700
Job Code:	<b>DB23</b>	Level II	Grade 30 \$28,000 - \$46,700
FLSA status:	Non-exempt		

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### Job Summary

Provides executive level support to assist and coordinate administrative operations while exercising a high degree of discretionary authority.

### Essential Functions

1. Resolves issues and/or provides advice in accordance with AU Policies and Procedures where possible, and using independent judgment, refers issues requiring review.
2. Schedules meetings and organizes and prioritizes calendar and makes travel arrangements.
3. Prepares letters, memos and correspondence in response to communications received by the office, including external and internal University correspondence.
4. Coordinates materials for high profile meetings and events to include working directly with computer operations staff members to assist in compiling statistical data reports for weekly and called meetings.
5. Coordinates paper flow for the office and sorts and distributes mail; handles faxing, copying of material, and mail-outs, as well as filing completed paperwork.
6. May perform numerous administrative duties including, but not limited to preparing and monitoring the budget, payroll, travel expense vouchers and invoices, contractual agreements, cash and bank deposits, time logs, work orders, supplies, staffing correspondence, and/or class schedules.
7. May act as point of contact for students, faculty, departments, and vendors/outside agencies.

### 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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Tasks are varied and may involve specialized procedures or systems.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma or equivalent plus 2 years experience.
II	Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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## Auburn University Job Description

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### Minimum Required Education and Experience

**Level I** High school diploma or equivalent plus 2 years experience.

**Level II** High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

High School Diploma or equivalent

#### Focus of Experience

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

See Job Family Levels

#### Certification or Licensure Requirements:

None Required.

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### 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, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 11/4/2019

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