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## Auburn University Job Description

Job Title: **Exec Asst, AU Foundation**

Job Family: No Family

Job Code: **DB34**

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

FLSA status: Exempt

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### Job Summary

Reports directly to the President of the Auburn University Foundation and provides varied, high level administrative and technical support to the AU Foundation Committee and Board.

### Essential Functions

1. Prepares, edits, and compiles materials and correspondence (print and electronic) for various individuals, committees, and the AU Foundation Board of Directors.
2. Arranges meetings, conferences, appointments, and travel for AU Foundation Board members and works with Committee Chairs to schedule meetings throughout the year; includes responsibility for arranging lodging and catering as necessary.
3. Advises the leadership of the AU Foundation on policies, procedures, bylaws, and charters as needed; provides counsel regarding effective strategy to accomplish desired results.
4. Serves as liaison to the Foundation Directorship Committee to assist with succession planning, the nomination process, director report cards, and finalist background checks.
5. Works in conjunction with Communications personnel to ensure the AU Foundation website is continuously updated.
6. Monitors and oversees the AU Foundation administrative budget to ensure total budget compliance.
7. May assist with employee relations issues in the Office of Development.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	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 modern office practices, procedures, and equipment

#### **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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, talking, hearing.

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 10 pounds.

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

Date: 10/14/2013

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