
Auburn University Job Description

Job Title: **Sr. Exec Asst, Bus Admin & CFO** Grade AS13 \$54,500 - \$98,100
Job Code: **DB35**
FLSA status: Exempt
Job Family: Administration & Operational Support
Job Function: Administrative Operations

Job Summary

Provides executive level administrative support in the office of the SVP, Business Administration & Chief Financial Officer. The Senior Executive Assistant provides varied executive support services which includes coordination of a variety of confidential and sensitive internal and external communications, develops and maintains positive liaison relationships with various internal and external customers including employees, executives, trustees, legislators, faculty, students, donors, alumni and the general public. Exercises significant discretion working with sensitive and confidential information in carrying out the directives set forth by the executive.

Essential Functions

1. Provides executive support to the the SVP. Serves as a liaison between the executive's office and internal and external units, coordinates the creation and dissemination of confidential information, and articulates expectations for departments and individuals working to implement programs and initiatives. Provides information for review and support and takes necessary actions to carry out such directives. Maintains files and ensures confidentiality related to personnel issues, including individual personal information for those groups and individuals engaging with the office.
2. Manages daily administrative operations, including executive-level scheduling and formal/informal correspondence on behalf of the executive and other key administrators. Assesses and prioritizes internal and external requests while resolving business issues independently. Ensures coordination of calendar items including preparation of relevant background materials, locations, confirmations, logistics, agendas, and meeting follow-up items, as appropriate. Compiles and coordinates data for a variety of complex reports, presentations, and oral/written communications.
3. Coordinates with multiple units to assist in the resolution of issues and concerns; makes referral to appropriate University department(s) and resources.
4. Serves as a resource to interpret and communicate the executive's intent to others employees and stakeholders. Manages internal and external communications including confidential and complex issues by evaluating the situation and referring to appropriate alternate responders and/or responding on behalf of executive as appropriate.
5. Develops and maintains positive liaison relationships with various internal and external customers including employees, executives, trustees, legislators, faculty, students, donors, alumni and the general public.
6. May provide advice and input on strategic planning efforts.
7. May conceptualize, develop, and coordinate complex projects, events, and programs. Coordinates travel arrangements, meeting logistics, and equipment purchases.
8. May perform budget-related analysis and approve expenditures.
9. May supervise office operations and administrative functions. May supervise, train, and provide performance input for assigned administrative staff.
10. Performs other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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	Some college; vocational or Associate's Degree	General
Experience (yrs.)	8	Experience in complex administrative support services.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of general office practices, knowledge of basic math, and University policies and procedures.

Certification or Licensure Requirements

None Required

Pre-Employment Screening Requirements

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, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 7/11/2023
