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## Auburn University Job Description

Job Title:	<b>Exec Asst, COS</b>	Job Family:	No Family
Job Code:	<b>DB42</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

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### Job Summary

Reporting to and under general supervision by the Chief of Staff & VP, Economic Development & Industry Relations, provides executive level strategic, administrative, and organizational support related to the duties of the Chief of Staff in a fast-paced, dynamic environment. Manages daily office operations, composes quality documents, reports, and correspondence, and works independently on various ongoing and special projects requiring independent judgment, initiative, and confidentiality. Regularly and routinely interacts and liaises with department leaders reporting to the Chief of Staff, government officials, the President's Office, and other senior officers of the University. Exercises professional discretion and frequently handles situations and/or information that is considered sensitive and/or confidential.

### Essential Functions

1. Oversees daily office operations to include correspondence and scheduling of the Chief of Staff's calendar. Prioritizes inquires and requests while trouble-shooting conflicts with little guidance; makes judgments and recommendations to ensure smooth day-to-day engagements. Keeps the Chief of Staff informed of key activities or issues that may arise.
  2. Schedules and coordinates all meetings, receptions, and/or events; ensures all documentation is accurately prepared and readily available for review in advance of meetings; ensures all participants are informed in advance of meeting content, time, and location. Receives and screens telephone calls for the Chief of Staff to include scheduling calls and meetings; provides information and assistance to callers and/or visitors regarding university policies and procedures; determines appropriate course of action, referral, or response.
  3. Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Chief of Staff and the University. Receives various documents, reviews for accuracy, and prepares for the Chief of Staff's signature if needed. Compiles additional information for justification and support of documents; evaluates incoming written and oral inquiries, establishes priorities for responding, and forwards to the appropriate person; ensures outgoing documents are delivered in a timely manner to proper location.
  4. Serves as liaison between the Chief of Staff's Office and his/her direct reports, Provost's office, Human Resources, Business Office, and other University entities. Coordinates, prepares, reviews, and processes HR-related documents in a timely manner. Advises on routine day-to-day processing and support across department, which may include payroll processing and all hiring activities such as posting of positions, coordination of applicant interviews, selected candidate forms, and on-boarding process. In addition, serves as a liaison to outside agencies, local and state governments, and the community at large. Demonstrates leadership to maintain credibility, trust, and support with senior management, faculty and staff. Takes special care to filter information for multiple audiences.
  5. Coordinates detailed travel arrangements for the Chief of Staff; prepares itineraries and agendas and ensures the Chief of Staff is informed of all travel-related details including, but not limited to, plans, agendas, meeting participants, meeting content, time, and location.
  6. Performs general and specialized administrative duties related to financial records and documents, collections, travel and other reimbursements, vouchers and purchasing card reconciliations.
  7. Develops and/or revises office procedures and implements administrative process changes.
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- Provides guidance to departmental staff regarding university and department policies and procedures.
8. Performs other duties as assigned by the Chief of Staff.

### **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

	<b>Minimum</b>	<b>Focus of Education/Experience</b>
	Match 1,2,3 bullets – education & experience below	
<b>Education</b>		
	1) Associate's Degree	No specific discipline
	2) Four-year college degree	No specific discipline
<b>Experience (yrs.)</b>	1) 8 years 2) 6 years	Experience in general 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 higher education policies and procedures, human resources administration and budgeting, accounting and payroll procedures.

#### **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 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: 3/20/2019

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