
Auburn University Job Description

Job Title:	Exec Asst, Auburn Alumni Assoc	Job Family:	No Family
Job Code:	DB46	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Provides executive level administrative support to the Auburn Alumni Association Board of Directors and its Executive Director. Under general supervision, this position manages office operations, creates management reports, and works independently on ongoing and special projects. Exercises discretion and deals with information of a sensitive and confidential nature.

Essential Functions

1. Serves as the daily contact for the Auburn Alumni Association Board of Directors, to include prompt and professional communication.
2. Plans and coordinates all administrative duties related to the Auburn Alumni Association Board of Directors meetings, new board member orientation, Board of Directors committee meetings, full board meetings, and the Board of Directors strategic planning workshop meetings. This includes but not limited to, developing meeting itineraries, editing and compiling meeting materials, recording, transcribing and distributing official minutes for various committee meetings. Serves as the main point of contact for software application for all board material.
3. Coordinates travel arrangements for the board of directors. Identifies on-site and off-site meeting locations, preparation and clean-up, and catering.
4. Monitors and oversees budgets for the Vice President for Alumni Affairs and for the Auburn Alumni Association Board of Directors to ensure budget compliance. Responsible for the management of the budgets. Reviews, prepares, makes recommendations, and monitors ongoing budget expenses.
5. Serves as a liaison to the Auburn Alumni Association Nominating Committee to assist with succession planning and the nomination process.
6. Responsible for coordinating and administering the annual nominations for the Auburn Alumni Associations Lifetime Achievement Awards and the Young Alumni Achievement Award.
7. Coordinates various special projects, resources, timelines, and information. Collaborates with various personnel based on project. Monitors progress and addresses any issues that may arise. Keeps stakeholders informed of project or task progress.
8. May perform 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.

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	High School	High School Diploma or equivalent.
Experience (yrs.)	5	Proven experience as an Executive Administrative Assistant with progressively increasing levels of responsibility and accountability.

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.

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 walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 2/25/2021
