Auburn University Job Description

Job Title: Sec to the Board of Trustees
Job Code: EA40
FLSA status: Exempt
Job Family: No Family
Unclassified

Job Summary
Supports, assists, and serves as a liaison among the Board of Trustees and its members.

Essential Functions
1. Expedite and relays communications between the Board of Trustees and the University (primarily the President's Office) and among members of the Board.
2. Initiates and coordinates Board of Trustee meetings to include (but not limited to) considering Board members, schedules, and disseminating required materials prior to meetings.
3. Develops and disseminates agendas and supporting materials to include gathering requests/revisions.
4. Coordinates travel itineraries, lodging and other accommodations for Board members.
5. Assists the Board of Trustees and the University President with events and projects to include (but not limited to) continuing or ad hoc committees, communications with external groups, maintenance of board action records, and evaluations of policies and procedures.

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

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<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Education</td>
<td>Masters Degree</td>
<td>Degree in Law, Management, Business Administration, Industrial/Organizational Psychology or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>10</td>
<td>Experience in event/meeting coordination, office operation, and/or higher education administrative support</td>
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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 higher educational policies and procedures and event management. Ability to coordinate meetings and events considering complex scheduling issues.

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 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, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 1/5/2012