
Auburn University Job Description

Job Title: **Exec Admin Asst, Govern Affair**

Job Family: No Family

Job Code: **EA81**

Grade 32: \$35,000 - \$58,400

FLSA status: Exempt

Job Summary

Provides high level administrative support to the University's governmental affairs office.

Essential Functions

1. Researches, compiles, distributes and maintains information on legislation, legislators, public officials and legislative issues, interests and activities; prepares correspondence and materials for broad and targeted distribution to public officials.
2. Interacts with internal and external officials and stakeholders, often involving detailed communications and exchange of confidential or sensitive information; screens telephone calls/visitors and assists with responding to requests and inquiries by public officials.
3. Manages governmental affairs ticket processes to include logging, tracking, distributing and reconciling ticket inventory and related financial collections in compliance with NCAA, SEC, and University auditing and accounting guidelines and procedures.
4. Receives and resolves inquiries and problems.
5. Maintains lists, records and calendars and prepares reports to include those required by the Alabama Ethics Commission.
6. Performs general and specialized administrative duties related to financial records and documents, collections, travel and other reimbursements, vouchers and purchasing card reconciliation; coordinates various meetings and activities.
7. Plans, organizes and executes a variety of projects, special events and activities.

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	Four-year college degree	Degree in Public Administration, Management, Marketing, Public Relations, Communications or related field
Experience (yrs.)	4	Experience related to legislative and/or lobbying processes.

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 the state legislative process and political environment; basic knowledge of bookkeeping; basic knowledge of computer software

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

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 12/16/2010
