
Auburn University Job Description

Job Title:	Exec Asst, VP Chief Info Officer / OIT	Job Family:	No Family
Job Code:	MA69	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Provides executive-level administrative support in the office of the VP-Chief Information Officer. Under general supervision, this position oversees office operations, creates managerial reports and works independently on routine, ongoing and special reports. Exercises discretion and deals with information of a sensitive and confidential nature.

Essential Functions

1. Assists the VP/CIO for all meetings, maintains files, calendars, and confidential information and prepares presentation materials to include Excel spreadsheets and PowerPoint presentations. Assists the Executive Director of Information Technology, the Information Security Officer, and other IT Directors in administrative functions such as, but not limited to, writing memorandums, document reviews, and presentation preparation. Schedules appointments, contacts required attendees for availability, reserves meeting rooms, and records and transcribes minutes for record purposes.
2. Screens phone calls, visitors and correspondence and forwards to the appropriate office/area. Maintains calendars and schedules meetings. Coordinates conferences on site and away from campus and travel, making arrangements as necessary. Coordinates meetings, receptions and/or events in collaboration with various national, regional, state, and campus committee memberships to include making travel arrangements and taking notes if conference is on-site. Coordinates all OIT receptions and special functions to include quarterly meetings and annual events for the larger campus IT population.
3. Serves as a liaison with other campus departments and outside agencies, including other members on the management teams. Handles both confidential and non-routine information.
4. Performs general administrative duties related to financial records and documents, travel, and other reimbursements for the VP/CIO and Executive Director of OIT. Schedules interview agendas and reimbursements for applicants.
5. Develops and/or revises office procedures and works closely with the VP/CIO, Executive Director and Information Security Officer to update OIT policies and procedures.
6. Performs other related 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	Some college; vocational or Associate's Degree	Business Administration or related field.
Experience (yrs.)	5	Experience in 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 requires.

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, and lifting up to 10 pounds.

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 8/30/2019
