
Auburn University Job Description

Job Title: **Admstr, Academic Services**

Job Family: No Family

Job Code: **AA14**

Grade AA07 \$37,900 - \$56,900

FLSA status: Exempt

Job Summary

The Academic Services Administrator coordinates and/or directs academic related services and support for a department, college, or school.

Essential Functions

1. Plans, develops, executes, and manages processes for academic related services. Administers daily business operations to include reviewing and processing departmental financial transactions, budget preparation, reporting, and other unit-specific services.
2. Coordinates services to ensure relevant guidelines, specifications, policy and/or procedures are enforced and followed.
3. May monitor and track departmental funds and purchasing. Reviews, approves, and creates financial transactions in accordance with fiscal policies and procedures.
4. Provides human resource support for the academic department to include recruitment process of faculty, staff, and TES employees. Provides communication regarding benefits, payroll, and records management within the department. Reviews, enters, and/or approves timekeeping entries. Collaborates with Payroll to resolve timekeeping issues.
5. Provides information to and assists students, employees, and faculty on operating processes, policies, procedures, and academic related services; and resolves policy related or procedural problems.
6. Maintains relevant databases to ensure accurate and accessible records.
7. Establishes, maintains, and ensures compliance of departmental records.
8. May monitor, facilitate, and assist with assigned projects and/or programs.
9. May assist in the ordering of supplies and maintains equipment.
10. 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	Four-year college degree	No Specific Discipline.
Experience (yrs.)	3	Experience in administrative and financial 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

Ability to work in a diverse population; Ability to multi task; Superior interpersonal and teamwork skills; excellent written and oral communication skills; well-developed organizational skills; computer and online application skills; strong customer service orientation; ability to assume responsibility, take initiative, and work independently and in teams; Demonstrated ability to build relationships with different contingencies including faculty, students, managers, employers.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 11/10/2022
