
Auburn University Job Description

Job Title: **Exec Asst, McCrary Institute**

DC05 \$76,500-\$122,400

Job Code: **AD90**

FLSA status: Exempt

Job Family: D.C.

Job Summary

Located in Washington D.C., the Executive Assistant for McCrary Institute provides executive level administrative support to the Director and Professor of Practice, McCrary Institute. Under general supervision, this position manages office operations, serves as a primary point of contact between the Director and external individuals and organizations and manages the relationship with the D.C. property owners and oversees all aspects of the Washington, D.C. office space.

Essential Functions

1. Assists the Director, McCrary Institute with all meetings; maintains files, and calendars. Maintains confidential information; schedules meetings and ensures materials are prepared; trains other administrative staff as needed; reviews various legal and nonlegal documents for accuracy and prepares for signatures and delivery; and coordinates detailed travel arrangements. Performs clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
2. Develops and maintains positive liaison relationships on behalf of the director with various internal and external parties, organizing and facilitating communication as needed. Coordinates meetings, receptions and/or events in collaboration with various national, regional, and state committee members to include making travel arrangements and taking notes in meetings.
3. Assists with the relationships of the McCrary Institute with internal and external stakeholders, ensuring the Institute's needs are met and any issues are addressed promptly.
4. Manages the daily office operation to include prioritizing inquiries and requests while troubleshooting conflicts with little guidance; maintains electronic and paper files, records, and lists to include creating, entering, retrieving, and purging data. Oversees the organization of office supplies and other necessary office functions to ensure a smooth and efficient work environment.
5. Manages all access to the Washington, D.C. office space, ensuring security and proper use of the facilities. Manages security requirements for the office and ensure all applicable security protocols are met and observed; escorting visitors as necessary within the building.
6. Coordinates the Director's public appearances, including managing logistics, schedules, and communications. Collaborates with the Director to identify and coordinate individuals for appearances on the Institute's various digital productions. Works closely with the Executive Producer to schedule and facilitate these appearances.
7. Screens phone calls and correspondence, and subsequently forwards it to the appropriate unit and/or person. Retrieves and disseminates information to a wide variety of internal and external stakeholders. Handles both confidential and non-routine information.
8. Performs general and specialized administrative duties related to financial records and documents, collections, travel and other reimbursements, vouchers and purchasing card reconciliation.
9. Performs 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.

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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	Bachelor's Degree	No Specific Discipline.
Experience (yrs.)	5	Experience as an 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

Advanced knowledge of modern office practices, procedures, and equipment.

Excellent communication and customer service skills.

Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy.

Excellent leadership skills including the ability to lead and provide direction.

Excellent organizational and time management skills.

Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

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 standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires reaching, .

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

Date: 10/24/2023
