
Auburn University Job Description

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| Job Title: | Admin Support Assoc-Admin | Level I | Grade AS05 \$30,400 - \$42,600 |
| Job Code: | DA06 | Level II | Grade AS06 \$32,700 - \$45,800 |
| FLSA status: | Non-exempt | | |

Job Summary

Provides administrative, financial, and general clerical support within an administrative department or program with responsibility for a broad variety of office support duties and tasks.

Essential Functions

1. Performs multiple duties which are a mix of administrative and clerical in nature, which may include but are not limited to data gathering, data management, correspondence, filing, calendar management, event scheduling, mail distribution, answering phones, organizing mail, purchasing/ordering supplies, and website maintenance.
2. Provides budget preparation, tracking, monitoring and auditing, payroll processing, travel/expense voucher processing and other accounting and financial tasks.
3. Advises staff, students, administrators, and clients of standard policies or procedures.
4. Acts as a point of contact to other departments, students, faculty, customers, and outside agencies/vendors on behalf of manager, director, or department head.
5. Manipulates and prepares data and other information, databases, or reports using a computer.
6. May perform some administrative duties such as budget coordination, human resources administration (beyond payroll entry), collection and disbursement of cash, checks, and other negotiable items, preparation of reports, documents, and presentations, or coordination of complex projects or events.

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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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|--|--|--|
| I | Tasks are varied and may involve specialized procedures or systems. | Knowledge of office rules, procedures and operations that require previous training and experience to perform. | High school diploma or equivalent plus 2 years experience. |
| II | Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision. | Knowledge of office rules, procedures and operations that require previous training and experience to perform. | High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 2 years experience.

Level II High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in clerical and administrative support services

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

See Job Family Levels

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, reaching, talking, hearing, handling objects with hands, .

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: 11/29/2011
