
Auburn University Job Description

Job Title: **Exec Asst, Provost**

Job Family: No Family

Job Code: **DB16**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Reports directly to the Provost and performs administrative work relating to events, meetings or other areas involving significant decision-making authority.

Essential Functions

1. Prepares and transcribes correspondence for Provost's approval.
2. Maintains files and confidential information to include addresses and phone numbers for groups and individuals with whom the Provost's office makes frequent contact.
3. Screens phone calls, visitors, and correspondence and forwards to appropriate office/person.
4. Organizes Provost's schedule and serves as liaison with members of Provost directed committees, University/State/Federal offices, and the general public.
5. Coordinates meetings, receptions, and/or events in collaboration with various national, regional, and campus committee memberships to include making travel arrangements and taking minutes.
6. Oversees annual call for tenure and promotion including receiving materials, preparing dossiers, promotions and tenure reports for committee review, and preparing notification to candidates.

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.)	8	Experience in complex 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 higher education policies and procedures, human resources administration and accounting, budgeting, and payroll procedures.

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, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, .

Job occasionally requires and lifting up to 25 pounds.

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

Date: 1/3/2012
