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## Auburn University Job Description

Job Title: **Deputy Board Secretary**

Job Family: No Family

Job Code: **DB21**

Grade LC13 \$77,000 - \$138,600

FLSA status: Exempt

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### Job Summary

Reporting to the Board Secretary, the Deputy Board Secretary coordinates certain operations of the Board Office and trustee affairs, including logistics and concierge services associated with trustee meetings and events. Coordinating with the Board Secretary, general duties include:

### Essential Functions

1. In conjunction with the Board Secretary, serves as a liaison for communication between the Board of Trustees and other Auburn University logistical and senior level administrators.
2. Ensures and maintains proper keeping of records and documents pertaining to the affairs of the Board of Trustees, including assistance with the corporate seal.
3. Arranges meetings, appointments, conferences and travel for Board Members and the Board Secretary and works with other administrators' schedules to coordinate appointments and maintains calendars for reservations of conference rooms and other reserved spaces. Complies with laws, Bylaws, and policies regarding the same.
4. Monitors and reviews spending of trustee budget accounts to ensure requirements are met and accounts are not over expended.
5. Compiles materials in relation to the Board Secretary's Office functions, assists with the preparation of agendas and distributes minutes for meetings. Assists committee chairs, lead trustees, and campus office leadership in compiling and circulating proposed Board agenda items and ensuring accuracy of those materials and the meeting agendas.
6. Reviews Board actions for compliance with policy and previous Board resolutions and history.
7. In conjunction with the Board Secretary, supports the Board of Trustees regarding concerns, issues and areas of interest by providing context and background information, and coordinating research, projects, special requests and initiatives as assigned by the Board Secretary.
8. As advised by the Board Secretary, communicates with and advises campus leadership of Trustee concerns, perspective and suggestions.
9. Assist with maintenance of confidential records and files, including but not limited to records of Board vacancies, terms, biographies, contact information and other materials.
10. Serves as liaison to administration in preparation for all meeting materials utilizing the on-line system for instant review of all scheduled agenda review meetings and all Board of Trustees meetings and reconvened meetings.

### 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>
<b>Education</b>	Four-year college degree	Degree in Business, Communication, Human Development, Public Relations, Higher Education, Industrial/Organizational Psychology or related field.
<b>Experience (yrs.)</b>	8	Proven experience as an Executive Administrative Assistant with progressively increasing levels of responsibility and accountability in higher education. Experience interacting with the public and high profile individuals, including external executives and/or Board of Director members.

#### **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 financial, operational, human resources and administrative functions. Ability to advise other professionals on policy and procedures; working knowledge of higher education structure and functions including the University's educational mission, strategic goals and programs; advanced knowledge of computer applications such as Microsoft Word, Excel, and PowerPoint.

#### **Certification or Licensure Requirements**

None Required.

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### **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 10 pounds.

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

Date: 1/3/2012

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