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## Auburn University Job Description

Job Title:	<b>Assistant to the President</b>	Job Family:	No Family
Job Code:	<b>DB22</b>	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

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### Job Summary

Provides varied executive support services to Auburn University's President which includes coordination of a variety of confidential and sensitive internal and external communications. Oversees office operations including supervising and training of administrative staff; develops and maintains positive liaison relationships with various internal and external customers including employees, executives, trustees, faculty, students, alumni and the general public. Exercises significant discretion working with sensitive and confidential information in carrying out the directives set forth by the executive.

### Essential Functions

1. Oversees daily office operations to include correspondence and scheduling of President's calendar. Prioritizes inquires and requests while trouble-shooting conflicts with little guidance; makes judgments and recommendations to ensure smooth day-to-day engagements. Coordinates and manages boards the President serves as a member; coordinates Presidential delegates and appointments to internal and external boards and committees.
  2. Schedules all meetings; ensures all documentation is correctly prepared and readily available for review in time for meetings; ensures all participants are informed in advance of meeting content, time, and location. Receives and screens telephone calls for the President to include scheduling calls and meetings; provides information and assistance to callers and/or visitors regarding university policies and procedures; determines appropriate course of action, referral, or response.
  3. May supervise administrative staff in the President's office including training, assigning, and reviewing tasks. Collaborates with other staff members to ensure all schedules and events are integrated. Provides support and assistance to the President's spouse and staff members to ensure schedules, events, initiatives, and goals are planned and executed properly to support the mission of the University.
  4. Receives documents, reviews for accuracy, and prepares for the President's signature if needed. Compiles additional information for justification and support of documents; evaluates incoming written and oral inquiries, establishes priorities for responding, and forwards to the appropriate person; ensures outgoing documents are delivered in a timely manner to proper location.
  5. Serves as liaison between the President's Office and the Vice President's Office, Provost's Office, Human Resources, Business Office, Alumni Office and other University entities. Demonstrates leadership to maintain credibility, trust, and support with senior management, faculty and staff. Prepares draft correspondence and documents according to the President's directions, communicates directly, and on behalf of the President with University entities.
  6. Collaborates with the Office of Special events, internal and external constituents to ensure all events involving the President are planned and executed properly to support the mission of the University.
  7. Coordinates detailed travel arrangements for the President, prepares itineraries and agendas; compiles all travel-related documents to ensure availability and completion; ensures the President is informed of all travel details including but not limited to, plans, agendas, meeting participants, meeting content, time, and location.
  8. Maintains confidential information for the President including files, emails, appointments, phone calls, and projects; uses significant discretion when needed to determine what information can be shared with others. Maintains up-to-date mailing addresses and telephone numbers for groups and
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## **Auburn University Job Description**

individuals with whom the President's Office frequently contacts.

9. Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President and the University, including those sensitive and confidential in nature.
10. May maintain personal calendar and requests for President. May perform other duties as assigned.

## **Supervisory Responsibility**

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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	No specific discipline.
<b>Experience (yrs.)</b>	8	Experience in professional administrative or executive assistant role; advanced interpersonal skills for individual and group settings.

### 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.

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 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: 1/24/2022

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