
Auburn University Job Description

Job Title:	Exec Coord - Div	Job Family:	No Family
Job Code:	DB27	Grade 32:	\$35,000 - \$58,400
FLSA status:	Exempt		

Job Summary

Reports directly to a Vice President and performs administrative work relating to management of human resources, and complex meetings, projects or other areas involving significant decision-making authority.

Essential Functions

1. Makes significant decisions or key recommendations concerning resource planning, monitoring and allocation/reallocation, human resources administration and/or other employment status decisions.
2. Plans and facilitates large complex projects or event administration.
3. Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption of operations and/or major harm to university reputation and/or relationships with students or other internal or external groups or the general public.
4. Provides administrative support to a Vice President or equivalent level official, to include (but not limited to) typing, proofreading, scheduling meetings, making travel arrangements and processing expense vouchers.
5. Serves as public contact or formal liaison to external agencies and visitors to the University, participates in university committees or processes outside own department, and provides compliance-related reporting and auditing.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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	High School	High School Diploma or equivalent
Experience (yrs.)	7	Experience in complex 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

Knowledge of rules and regulations related to human resource administration and hiring 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.

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

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/3/2012
