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## Auburn University Job Description

Job Title: **Exec Asst, VP Alumni Affairs**

Job Family: No Family

Job Code: **DB45**

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

FLSA status: Exempt

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### Job Summary

Provides executive level administrative support to the Vice President for Alumni Affairs and to the Auburn Alumni Association as needed. Under general supervision, this position manages office operations, creates management reports, and works independently on ongoing and special projects. Exercises discretion and deals with information of a sensitive and confidential nature.

### Essential Functions

1. Assists the Vice President for Alumni Affairs for all meetings; maintains calendar, files and confidential information and prepares presentations utilizing Excel spreadsheets and PowerPoint presentations. May assist others in administrative functions such as, but not limited to, letter writing, document reviews, and presentation preparation. Schedules appointments, contacts required attendees for availability, reserves meeting rooms, records and transcribes minutes of meetings for record.
2. Assists students, faculty, staff, alumni, and visitors providing information as necessary whether in person or via phone. Screens phone calls, visitors, and correspondence and forwards to appropriate office/individual.
3. Manages all types of daily correspondence, student worker supervision, monthly reports and management of all athletic tickets/suite for the Office of Alumni Affairs.
4. May monitor and oversee administrative budget to ensure total budget compliance.
5. Coordinates conferences and travel and makes all necessary arrangements. 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. Serves as a liaison with other departments and outside agencies, including other members on the management team. Handles confidential and non-routine information.
7. Performs general and specialized administrative duties related to financial records and documents, collections, travel and other reimbursements, vouchers and purchasing card reconciliation; coordinates various meetings and activities.
8. Develops and/or revises office procedures and implements administrative process changes. Provides guidance to departmental staff regarding university and department policies and procedures.
9. May perform other duties as assigned.

### 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>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	5	Proven experience as an Executive Administrative Assistant with progressively increasing levels of responsibility and accountability.

#### **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 general office practices, knowledge of basic math, and University policies and procedures.

#### **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, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 2/25/2021

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