

JOB INFORMATION

Job Code	DB46
Job Description Title	Exec Admstr, Advancement Boards
Pay Grade	AS11
Range Minimum	\$48,720
33rd %	\$60,090
Range Midpoint	\$65,770
67th %	\$71,450
Range Maximum	\$82,820
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/28/2022

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Support

JOB SUMMARY

Reporting to the Senior Vice President of Advancement, the Executive Administrator to the Auburn Foundation and Auburn Alumni Association coordinates all administrative duties for the Auburn Alumni Association Board of Directors and the Auburn University Foundation. Under general supervision, the Executive Administrator provides executive level support for meetings and events, facilitates nomination process, and works independently on ongoing and special projects. Exercises discretion and deals with information of a sensitive and confidential nature.

RESPONSIBILITIES

- Serves as the daily contact and provides executive level support for the Auburn Alumni Association (AAA) Board of Directors, to include prompt and professional communication.
- Supports the Executive Assistant of the Auburn University Foundation (AUF) through correspondence for various individuals, committees, and the AU Foundation Board of Directors.
- Manages all aspects of meetings of the AUF and AAA Boards including planning and organizing committee and full board meetings (in person and via phone/video conference).
- Collaborates with Advancement events team on planning, coordinating, and executing board meetings and related activities.
- Prepares agendas and other materials for AUF and AAA Board meetings. Coordinates and prepares meeting summaries, minutes, programs, updates, and other functions related to the activities and operation of board meetings.
- Manages the corresponding operational expenses and provides immediate oversight of daily business, operations, and activities of the boards.
- Serves as contact for inquiries from various publics. Corresponds with Trustees, Directors, volunteers, alumni, and Auburn University leadership, faculty, staff, and students engaged in AUF and AAA Board related activities.
- Oversees that meeting minutes are properly recorded and formally reviewed to create official records. Ensures that all meeting details, meeting minutes, bylaws, and pertinent historical information is readily accessible and updated as needed.
- Develops and manages a process for tracking board member and committee assignments.
- Maintains official AUF and AAA records to ensure compliance with federal state and local regulations.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.
- May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School	High School Diploma or equivalent.	And	5 years of	Proven experience as an Executive Administrative Assistant with progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing		X				
Walking				X		
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.