
Auburn University Job Description

Job Title: **Exec Asst to SVP, Advancement**

Job Family: No Family

Job Code: **DB48**

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

FLSA status: Exempt

Job Summary

Provides executive-level administrative support in the office of the SVP, Advancement. Under general supervision, this position oversees office operations, creates managerial reports and works independently on routine, ongoing and special reports. Provides administrative guidance to the Advancement leadership team. Exercises discretion and routinely deals with information of a sensitive and confidential nature

Essential Functions

1. Assists the SVP, Advancement for all meetings, maintains files, calendars, and confidential information and prepares presentation materials to include Excel spreadsheets and PowerPoint presentations. Provides administrative guidance to the staff of the Advancement leadership team in administrative functions such as, but not limited to, writing memorandums, document reviews, and presentation preparation. Schedules appointments, contacts required attendees for availability, reserves meeting rooms, and records and transcribes minutes for record purposes.
2. Screens phone calls, visitors and correspondence and forwards to the appropriate office/area. Maintains calendars and schedules meetings. Coordinates conferences on site and away from campus and travel, making arrangements as necessary. Coordinates meetings, receptions and/or events in collaboration with various national, regional, state, and campus committee memberships to include making travel arrangements and taking notes if conference is on-site. Coordinates with appropriate staff all Advancement receptions and special functions to include regularly scheduled meetings and annual events for the larger campus Advancement population.
3. Serves as a liaison with other campus departments and outside agencies, including other members on the management teams and associated boards. Handles both confidential and non-routine information.
4. Performs general administrative duties related to financial records and documents, travel, and reimbursements for the SVP, Advancement. Provides guidance and support regarding candidate interview agendas and reimbursements for applicants.
5. Develops and/or revises office procedures and works closely with the SVP, Advancement to update Advancement policies and procedures.
6. Performs other related 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>
Education	Some college; vocational or Associate's Degree	General Associate of Arts in Business Administration or Applied Science: Administrative Assistant Specialization, or related.
Experience (yrs.)	5	Five years' experience as an executive assistant to a senior organizational official, preferably within a complex organization; including budget management, procurement, electronic filing and database management; office management experience; experience interfacing with corporate and/or institutional executives; extensive experience handling sensitive and confidential information and documents.

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

Demonstrated applied knowledge of office administration and customer service skills required. Solid working knowledge of office processes and business policy development, and of related computer software (including proficiency with Excel spreadsheet formulas including pivot tables and VLOOKUPS), and electronic communications tools. Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy. Experience managing to a budget and with multiple deadlines required. Ability to work across teams and with a variety of projects and constituencies. Knowledge of general office practices, knowledge of basic math, and University policies and 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.

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, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

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Date: 5/4/2021

