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## Auburn University Job Description

Job Title: **Exec Asst, Research**

Job Family: No Family

Job Code: **DB50**

Grade AS11 \$44,700 - \$76,000

FLSA status: Exempt

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### Job Summary

Provides executive-level administrative support to the Vice President for Research and Economic Development (VPRED). Under general supervision, this position works independently on special projects; makes complicatedly travel arrangements, and prepares travel reimbursements; provides assistance in the administration of the main office; exercises discretion and deals with information of a sensitive and confidential nature. Coordinates complex meetings, receptions, and other events for the VPRED, and the division; collaborates and deals with Office of the Vice President for Research and Economic Development (OVPRED) committees. Exercises discretion and routinely deals with information of a sensitive and confidential nature.

### Essential Functions

1. Assists the Vice President for Research and Economic Development for all meetings, maintains files, calendars, and confidential information. Coordinates and maintains the Vice President for Research and Economic Development's calendar and schedules and resolves scheduling conflicts. Plans and coordinates meetings with different groups, committees and individuals: receptions, and other events consisting of determining date, location, menu, caterer, assistance in guest list, creation/sending invitations and maintaining head count, set up, and ordering whatever is needed for the event(s).
2. Screens phone calls, visitors, and correspondence for the VPRED, and subsequently forwards it to the appropriate unit and/or person. Retrieves and disseminates information to a wide variety of internal and external stakeholders. Handles both confidential and non-routine information.
3. Compiles information and prepares reports and drafts original and routine correspondence; agendas, etc.
4. Assists with the Associate Vice President for Research' calendar and scheduling. Prepares complicated travel arrangements and travel reimbursements. Coordinates complicated travel arrangements for the OVPRED as well as travel reimbursements.
5. Interacts with Auburn University officials and special interest groups and maintains positive relationships throughout Auburn.
6. Serves as payroll processing backup for the division. Serves as the Human Resources Liaison backup. Assists the Business Manager posting jobs and processing searches.
7. Provides financial assistance to the Undergraduate Research Program, which consists of project funds disbursements and project funds retrieval at the end of the program year.
8. Serves as the Campus Community Emergency Response Teams (CERT) representative for the OVPRED. Assists with the Faculty Staff Campaign; and any other university activities needing a representative from the OVPRED.
9. May perform other duties as assigned.

### Supervisory Responsibility

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

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*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>	Some college; vocational or Associate's Degree	No specific discipline.
<b>Experience (yrs.)</b>	5	Experience in administrative support services.

#### 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. 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.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 4/18/2022

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