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## Auburn University Job Description

Job Title: **Exec Asst, Facilities Management**

Job Family: No Family

Job Code: **DB55**

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

FLSA status: Exempt

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### Job Summary

Provides executive level administrative support for Facilities Management. Under general supervision, this position manages office operations, develops Board of Trustees documents, 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 Associate Vice President of Facilities Management 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. Leads and organizes the production process for Auburn University Board of Trustees (BOT) meeting documents for Facilities Management. Drafts BOT Memorandums, Resolutions, Executive Summaries, and develops meeting presentations for all issues to be brought to the Board of Trustees at the five annual meetings and other called BOT meetings. Develops revisions after Pre-Cabinet/Cabinet review meetings, typically with 24 hour turnaround deadlines.
3. Coordinates closely with the Secretary of the Board of Trustees Office regarding submission times and dates of all materials. BOT documents produced must be of the utmost quality since they are reviewed by the President, Executive Vice President, Provost, other senior AU leaders and the Board of Trustees
4. Manages the calendar of the Associate Vice President of Facilities Management, coordinating and scheduling meetings with university leaders, College Deans, Assists consultants, contractors, students, faculty, staff, parents, and visitors providing information regarding facilities services whether in person or via phone. Screens phone calls, visitors, and correspondence and forwards to appropriate office/individual.
5. Manages all types of daily correspondence and monthly reports.
6. 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.
7. Serves as a liaison with other departments and outside agencies, including other members on the management team. Handles confidential and non-routine information.
8. 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.
9. Develops and/or revises office procedures and implements administrative process changes. Provides guidance to departmental staff regarding university and department policies and procedures
10. Performs other duties as assigned.

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### Supervisory Responsibility

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**Auburn University Job Description**  
**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>	Some college; vocational or Associate's Degree	General
<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.

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, 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: 3/29/2023

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