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## Auburn University Job Description

Job Title: **Assoc VP, Auxiliary Svcs**

Job Family: No Family

Job Code: **EA30**

Grade 41: \$120,200 - \$200,300

FLSA status: Exempt

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### Job Summary

Provides administrative and fiscal oversight and control over a number of diverse, non-academic University departments and functions.

### Essential Functions

1. Provides senior leadership in the advancement of all university goals for productivity, quality, cost, customer service, and program success for all assigned departments.
2. Responsible for fiscal oversight for assigned departments, including administrative systems, and compliance regulatory and internal controls and audits.
3. Corresponds and meets with other senior executives, legislators, trustees, and local and state government officials to advance University initiatives, goals, plans, and agendas.
4. Recommends and implements new business concepts, systems, technologies, and programs to benefit the University.
5. Serves on a number of University committees as representative for the Office of the President or the Executive Vice President.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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>	Four-year college degree	Degree in Management, Business, or related field
<b>Experience (yrs.)</b>	8	Experience in managing consumer focused operations/enterprises

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### **Minimum Required Knowledge**

Knowledge of State and Federal regulations related to subordinate areas, budgeting and accounting principles, and contracting 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 talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 3/24/2014

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