
Auburn University Job Description

Job Title: **Sec to the Board of Trustees**

Job Family: No Family

Job Code: **EA40**

Unclassified

FLSA status: Exempt

Job Summary

Position serves as the Secretary to the Board at Auburn University. The position serves as the primary liaison between the university's governing body, the Board of Trustees, and the university administration and is responsible for working with the President, Cabinet and Board in promoting effective Board governance and fostering collaboration between members of the University and the Board. The Secretary provides counsel and advice on Board issues to the President and other members of the executive administration and serves as the liaison between the Board and the university administration on policy and procedural matters, governance, and communications pertaining to the Board.

Essential Functions

1. Serves as a key advisor to the Board Officers on internal and external issues related to the Board, its governance and its operations.
2. Provides or coordinates the gathering and research of information related to on-going and emerging issues of importance to the Board, both internal and external.
3. Advises Board members of significant events and issues affecting the university in a timely manner in cooperation with the President.
4. Acts as a primary point of contact and source of Board-related advice/guidance for senior administrators and facilitates the correspondence between the Board and other parties including internal coordination with senior staff.
5. Assists the Board, in consultation with General Counsel, in developing University policies.
6. Organizes and implements strategies and other actions to facilitate and coordinate the Board's calendar for deliberations, actions and other activities, including formal Board meetings and the orientation of new Trustees.
7. Ensures the timely preparation and distribution of materials (e.g., requests, agendas, schedules, notices, resolutions, etc.) for Board and Committee meetings, consistent with Board-approved bylaws and procedures.
8. Facilitates the public meeting process, including appropriate legal notices, site arrangements, invitations of agenda presenters, etc.
9. Maintains and retains records, documentation, policies and standards adopted by the Board and its committees.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in Law, Management, Business, Industrial/Organizational Psychology, or a related field.
Experience (yrs.)	10	Responsible and diversified executive level administrative management and supervisory experience. Experience with development and implementation of major policies. Experience interacting with the public and high profile individuals, including external executives and/or Board of Director members. Experience in higher education administration preferred.

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

Creative approach to problem solving, employing new concepts and approaches when necessary.

Self-motivated, well organized and ability to manage details at all levels.

Excellent written and oral communication skills.

Ability to use good judgement in stressful situations.

Excellent interpersonal skills with a sense of tact and diplomacy.

Demonstrated knowledge and experiential abilities and skills to facilitate crafting and building general consensus.

Unquestioned personal and professional integrity.

Thorough experiential knowledge of all aspects of Auburn University- its people, events and academic curriculum along with its culture, traditions and values.

Ability to earn and keep the trust of the Board of Trustees, Administration, Faculty, other campus and external constituents by being fully committed to Auburn University's well-being, and acting as an honest broker among the various constituencies.

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

Auburn University Job Description

comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, 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: 2/23/2018
