AUBURN
Human Resources

Coord, Administrative Effectiveness

Job Description

JOB INFORMATION

Job Code	AB47
Job Description Title	Coord, Administrative Effectiveness
Pay Grade	AS09
Range Minimum	$43,910
33rd %	$51,230
Range Midpoint	$54,890
67th %	$58,550
Range Maximum	$65,870
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	10/13/2025 4:35:51 PM

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Support

JOB SUMMARY

Reporting to the Executive Director, Administrative Effectiveness, under minimal supervision, provides high-level administrative coordination and support for the executive leaders of the Administrative Effectiveness (AE) organization (Associate Vice President and Executive Director for Administrative Effectiveness), with a focus on ensuring efficiency, compliance, and supporting effective communication across various functions within the organization and the wider university. Serves as a central point of contact, assists with meeting and event planning, and provides critical data and administrative support to facilitate Administrative Effectiveness's organizational, Business and Administration divisional, and university-wide institutional initiatives. Performs executive-level administrative duties that involve sensitive information, including providing advanced project, financial, and analytical support.

RESPONSIBILITIES

- Serves as a primary point of contact for internal staff, other departments and units, and external vendors. Advises on policies and procedures related to business operations, budgeting, and human resources in conjunction with Business and Administration HR management. Facilitates communication and serves as the coordinating liaison between Administrative Effectiveness, the SVP for Business and Administration & CFO's office.
- Coordinates daily business operations, including the review and processing of financial transactions, timekeeping, travel vouchers, and purchase orders. Assists with budget preparation and tracking for specific areas, including purchase card reconciliations and processing of Professional Services Contracts. Provides project coordination and support for budget-related tasks and processes. Responsible for budget preparation and tracking for the responsible area, ensuring all financial transactions and records are accurate.
- In collaboration with Business and Administration HR, assists and coordinates key HR processes, including recruitment needs, onboarding, and performance reviews for the Administration Effectiveness units. Handles confidential employee information with discretion and provides guidance to unit staff on HR and general university policies. Maintains important information and data on all employees of direct report units, including personnel and staffing information for all levels of employees (e.g., full-time, TES, student).
- Coordinates and prepares data, reports, and documentation for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation, strategic planning, and other compliance-related initiatives, ensuring all processes and information meet university standards.
- Assists with the planning, coordination, and execution of various events within the university, including scheduling, logistics, and technical assistance. Coordinates designated programs, meetings, and events, securing all necessary equipment, tools, supplies, and/or unit needs.

RESPONSIBILITIES

- Tracks and maintains all office spaces, schedules, and access. Requests maintenance assistance through work orders for the Administrative Effectiveness offices and adjacent spaces. Responsible for all office inventories and purchases, and coordinates vendor management. Coordinates personnel and meeting schedules for the responsible area. Provides general and specialized administrative support, including but not limited to preparing agendas, notices, minutes, reports, and documents; providing correspondence, filing, and record-keeping; preparing and processing forms; overseeing mail distribution and outgoing mailings; as well as purchasing and ordering supplies through material requests and other methods.
- Provides feedback and guidance on the development and implementation of new systems and workflow procedures, and may train others on new processes, including the replacement of non-digital processes. This role effectively uses approved technologies to ensure that Administrative Effectiveness is fully engaged in all Business Modernization processes and practices.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific discipline. Degree in Business Administration, Public Administration, Higher Education Administration, Communications, Finance, or related field is desired.	and	3 years of	experience in providing high-level administrative coordination or support, including coordinating financial processes, coordinating HR functions, preparing documentation and reports for senior leadership, or using data and technology to analyze operations and enhance efficiency.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

University Policies and Procedures: A strong understanding of Auburn University's administrative policies, particularly those related to finance, HR, and purchasing.	
Business Operations: Knowledge of general business and financial management principles, including budget tracking and reconciliation.	
Human Resources: Familiarity with core HR processes such as recruitment, onboarding, and performance management.	
Compliance: Knowledge of relevant compliance standards, particularly SACS accreditation requirements.	
Technology & Systems: Proficiency with university-specific software systems (e.g., for timekeeping, financial transactions) and common office software like Microsoft Office Suite (Excel, Word, PowerPoint).	
Organizational and Time Management: Excellent ability to manage multiple projects, prioritize tasks, and meet tight deadlines.	
Communication: Strong written and verbal communication skills for serving as a liaison and preparing clear, professional reports and presentations.	
Problem-Solving: The ability to identify, analyze, and resolve administrative and operational issues effectively.	
Data Analysis: Skill in collecting, organizing, and analyzing data to provide insights and support decision-making.	
Interpersonal: The ability to build and maintain positive working relationships with internal staff, high-level leadership, and external vendors.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Discretion and Confidentiality: The ability to handle sensitive and confidential information with the utmost discretion.	
Attention to Detail: Meticulous attention to detail in all administrative, financial, and data-related tasks.	
Proactiveness: The ability to work independently, anticipate needs, and take initiative to improve processes and workflows.	
Adaptability: The ability to adapt to changing priorities and new systems, and to provide guidance on new processes to others.	
Coordination and Collaboration: The ability to effectively coordinate with a variety of groups, including senior leadership, unit staff, and external partners.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

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