AUBURN
Human Resources

Exec Asst, McCrary Institute

Job Description

JOB INFORMATION

Job Code	AD90
Job Description Title	Exec Asst, McCrary Institute
Pay Grade	DC05
Range Minimum	$86,760
33rd %	$104,110
Range Midpoint	$112,780
67th %	$121,460
Range Maximum	$138,810
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/24/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Located in Washington D.C., the Executive Assistant for McCrary Institute provides executive level administrative support to the Director and Professor of Practice, McCrary Institute. Under general supervision, this position manages office operations, serves as a primary point of contact
between the Director and external individuals and organizations and manages the relationship with the D.C. property owners and oversees all aspects of the Washington, D.C. office space.

RESPONSIBILITIES

- Assists the Director, McCrary Institute with all meetings; maintains files, and calendars. Maintains confidential information; schedules meetings and ensures materials are prepared; trains other administrative staff as needed; reviews various legal and nonlegal documents for accuracy and prepares for signatures and delivery; and coordinates detailed travel arrangements. Performs clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Develops and maintains positive liaison relationships on behalf of the director with various internal and external parties, organizing and facilitating communication as needed. Coordinates meetings, receptions and/or events in collaboration with various national, regional, and state committee members to include making travel arrangements and taking notes in meetings.
- Assists with the relationships of the McCrary Institute with internal and external stakeholders, ensuring the Institute's needs are met and any issues are addressed promptly.
- Manages the daily office operation to include prioritizing inquiries and requests while troubleshooting conflicts with little guidance; maintains electronic and paper files, records, and lists to include creating, entering, retrieving, and purging data. Oversees the organization of office supplies and other necessary office functions to ensure a smooth and efficient work environment
- Manages all access to the Washington, D.C. office space, ensuring security and proper use of the facilities. Manages security requirements for the office and ensure all applicable security protocols are met and observed; escorting visitors as necessary within the building.
- Coordinates the Director's public appearances, including managing logistics, schedules, and communications. Collaborates with the Director to identify and coordinate individuals for appearances on the Institute's various digital productions. Works closely with the Executive Producer to schedule and facilitate these appearances.
- Screens phone calls and correspondence, 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.

RESPONSIBILITIES

- Performs general and specialized administrative duties related to financial records and documents, collections, travel and other reimbursements, vouchers and purchasing card reconciliation.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.	and	5 years of	Experience as an administrative assistant with progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of modern office practices, procedures, and equipment.	
Excellent communication and customer service skills.	
Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy.	
Excellent leadership skills including the ability to lead and provide direction.	
Excellent organizational and time management skills.	
Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting		X				25 pounds
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.