AUBURN
Human Resources

Exec Coord-Acad

Job Description

JOB INFORMATION

Job Code	DB05
Job Description Title	Exec Coord-Acad
Pay Grade	AS10
Range Minimum	$46,450
33rd %	$55,740
Range Midpoint	$60,380
67th %	$65,030
Range Maximum	$74,320
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/3/2012

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reports directly to an Academic Dean and performs administrative work relating to management of human resources, and complex meetings, projects or other areas involving significant decision-making authority. This job is limited to those colleges/schools that do not have the job of Business Manager/Executive Assistant.

RESPONSIBILITIES

- Makes significant decisions or key recommendations concerning resource planning, monitoring and allocation/reallocation, human resources administration and/or other employment status decisions.
- Plans and facilitates large complex projects or event administration.
- Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption of operations and/or major harm to university reputation and/or relationships with students or other internal or external groups or the general public.
- Provides administrative support to a Dean or higher academic official, to include (but not limited to) typing, proofreading, scheduling meetings, making travel arrangements and processing expense vouchers.
- Serves as public contact or formal liaison to external agencies and visitors to the University, participates in university committees or processes outside own department, and provides compliance-related reporting and auditing.

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 supervise employees but supervision is not the main focus of the job.

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	
High School Diploma or GED			7 years of	experience in complex administrative support services.	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of rules and regulations related to human resource administration and hiring procedures.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

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 cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

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