AUBURN
Human Resources

Senior Executive Assistant

Job Description

JOB INFORMATION

Job Code	DB17
Job Description Title	Senior Executive Assistant
Pay Grade	AS13
Range Minimum	$60,040
33rd %	$76,060
Range Midpoint	$84,060
67th %	$92,070
Range Maximum	$108,080
Exemption Status	Exempt
Approved Date:	5/15/2024 4:11:36 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Senior Executive Assistant provides varied provides varied executive support services to an University executive which includes coordination of a variety of confidential and sensitive internal and external communications. Directs and oversees office operations including hiring, supervising, and training of office staff; develops and maintains positive liaison relationships with various internal and external customers including employees, executives, trustees, legislators, faculty, students, donors, alumni and the general public. Exercises significant discretion working with sensitive and confidential information in carrying out the directives set forth by the executive.

RESPONSIBILITIES

- Provides executive support to senior leadership. Serves as a liaison between the executive's office and internal and external units, coordinates the creation and dissemination of confidential information, and articulates expectations for departments and individuals working to implement programs and initiatives. Provides information for review and support and takes necessary actions to carry out such directives. Maintains files and ensures confidentiality related to academic and personnel issues, including individual personal information for those groups and individuals engaging with the office.
- Manages daily administrative operations, including executive-level scheduling and formal and informal correspondence on behalf of the executive and other key administrators. Assesses and prioritizes internal and external requests while resolving business or academic issues independently. Ensures coordination of calendar items including preparation of relevant background materials, locations, confirmations, logistics, agendas, and meeting follow-up items, as appropriate. Compiles and coordinates data for a variety of complex reports, presentations, and oral and written communications.
- Coordinates with multiple units to assist in the resolution of issues and concerns; makes referral to appropriate University department(s) and resources.
- Serves as a resource to interpret and communicate the executive's intent to others employees and stakeholders. Manages internal and external communications including confidential and complex issues by evaluating the situation and referring to appropriate alternate responders and/or responding on behalf of executive as appropriate.
- Develops and maintains positive liaison relationships with various internal and external customers including employees, executives, trustees, legislators, faculty, students, donors, alumni and the general public.
- May provide advice and input on strategic planning efforts.
- May conceptualize, develop, and coordinate complex projects, events, and programs. Coordinates travel arrangements, meeting logistics, and equipment purchases.
- May perform budget-related analysis and approve expenditures.
- May supervise office operations and administrative functions. May supervise, train, and provide performance input for assigned administrative staff.

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	
Bachelor's Degree	No specific discipline.	and	8 years of	Experience in complex administrative support services.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education policies and procedures, human resources administration and budgeting, accounting and payroll procedures.	
The ability to interpret policies and procedures. Demonstrated applied knowledge of office administration and customer service skills required.	
Solid working knowledge of office processes and business policy development, and of related computer software (including proficiency with Excel spreadsheet formulas including pivot tables and VLOOKUPs), and electronic communications tools.	
Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy.	
Experience managing to a budget and with multiple deadlines required.	
Ability to work across teams and with a variety of projects and constituencies.	
Knowledge of general office practices, knowledge of basic math, and University policies and procedures.	
Knowledge of basic budgeting and accounting principles, knowledge of university PPS policies and procedures, understanding of basic accreditation standards and time lines for SACSCOC and ACHE as it relates to timely notification of university academic programs and initiatives.	

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			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.