AUBURN
Human Resources

Assistant to the President

Job Description

JOB INFORMATION

Job Code	DB22
Job Description Title	Assistant to the President
Pay Grade	AS14
Range Minimum	$69,050
33rd %	$87,460
Range Midpoint	$96,670
67th %	$105,880
Range Maximum	$124,290
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/24/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides varied executive support services to Auburn University's President which includes coordination of a variety of confidential and sensitive internal and external communications. Oversees office operations including supervising and training of administrative staff; develops and maintains positive liaison relationships with various internal and external customers including employees, executives, trustees, faculty, students, 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

- Oversees daily office operations to include correspondence and scheduling of President's calendar. Prioritizes inquires and requests while trouble-shooting conflicts with little guidance; makes judgments and recommendations to ensure smooth day-to-day engagements. Coordinates and manages boards the President serves as a member; coordinates Presidential delegates and appointments to internal and external boards and committees.
- Schedules all meetings; ensures all documentation is correctly prepared and readily available for review in time for meetings; ensures all participants are informed in advance of meeting content, time, and location. Receives and screens telephone calls for the President to include scheduling calls and meetings; provides information and assistance to callers and/or visitors regarding university policies and procedures; determines appropriate course of action, referral, or response.
- May supervise administrative staff in the President's office including training, assigning, and reviewing tasks. Collaborates with other staff members to ensure all schedules and events are integrated. Provides support and assistance to the President's spouse and staff members to ensure schedules, events, initiatives, and goals are planned and executed properly to support the mission of the University.
- Receives documents, reviews for accuracy, and prepares for the President’s signature if needed. Compiles additional information for justification and support of documents; evaluates incoming written and oral inquiries, establishes priorities for responding, and forwards to the appropriate person; ensures outgoing documents are delivered in a timely manner to proper location.
- Serves as liaison between the President's Office and the Vice President's Office, Provost's Office, Human Resources, Business Office, Alumni Office and other University entities. Demonstrates leadership to maintain credibility, trust, and support with senior management, faculty and staff. Prepares draft correspondence and documents according to the President's directions, communicates directly, and on behalf of the President with University entities.
- Collaborates with the Office of Special events, internal and external constituents to ensure all events involving the President are planned and executed properly to support the mission of the University.

RESPONSIBILITIES

- Coordinates detailed travel arrangements for the President, prepares itineraries and agendas; compiles all travel-related documents to ensure availability and completion; ensures the President is informed of all travel details including but not limited to, plans, agendas, meeting participants, meeting content, time, and location.
- Maintains confidential information for the President including files, emails, appointments, phone calls, and projects; uses significant discretion when needed to determine what information can be shared with others. Maintains up-to-date mailing addresses and telephone numbers for groups and individuals with whom the President's Office frequently contacts.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President and the University, including those sensitive and confidential in nature.
- May maintain personal calendar and requests for President.

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

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 professional administrative or executive assistant role; advanced interpersonal skills for individual and group settings.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of financial, operational, human resources and administrative functions.	
Ability to advise other professionals on policy and procedures;	
working knowledge of higher education structure and functions including the University's educational mission, strategic goals and programs;	
advanced knowledge of computer applications such as Microsoft Word, Excel, and PowerPoint.	

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.