AUBURN
Human Resources

# Executive Support Assistant I

Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | DB23A |
| Job Description Title | Executive Support Assistant I |
| Pay Grade | AS08 |
| Range Minimum | $39,920 |
| 33rd % | $46,580 |
| Range Midpoint | $49,900 |
| 67th % | $53,230 |
| Range Maximum | $59,880 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/4/2019 |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Provides executive level support to assist and coordinate administrative operations while exercising a high degree of discretionary authority.

## RESPONSIBILITIES

- Resolves issues and/or provides advice in accordance with AU Policies and Procedures where possible, and using independent judgment, refers issues requiring review.
- Schedules meetings and organizes and prioritizes calendar and makes travel arrangements.
- Prepares letters, memos and correspondence in response to communications received by the office, including external and internal University correspondence.
- Coordinates materials for high profile meetings and events to include working directly with computer operations staff members to assist in compiling statistical data reports for weekly and called meetings.
- Coordinates paper flow for the office and sorts and distributes mail; handles faxing, copying of material, and mail-outs, as well as filing completed paperwork.
- May perform numerous administrative duties including, but not limited to preparing and monitoring the budget, payroll, travel expense vouchers and invoices, contractual agreements, cash and bank deposits, time logs, work orders, supplies, staffing correspondence, and/or class schedules.
- May act as point of contact for students, faculty, departments, and vendors/outside agencies.

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 | |
|---|---|---|---|---|---|
| High School Diploma or GED | | and | 2 years of | experience in 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 office rules, procedures and operations that require previous training and experience to perform. | |

## MINIMUM LICENSES & CERTIFICATIONS

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

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## 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 | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

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