AUBURN
Human Resources

Executive Support Assistant II

Job Description

JOB INFORMATION

Job Code	DB23B
Job Description Title	Executive Support Assistant II
Pay Grade	AS09
Range Minimum	$43,910
33rd %	$51,230
Range Midpoint	$54,890
67th %	$58,550
Range Maximum	$65,870
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	4 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.