AUBURN
Human Resources

Executive Support Specialist I

Job Description

JOB INFORMATION

Job Code	DB24A
Job Description Title	Executive Support Specialist I
Pay Grade	AS09
Range Minimum	$43,910
33rd %	$51,230
Range Midpoint	$54,890
67th %	$58,550
Range Maximum	$65,870
Exemption Status	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

Serves as Executive Support Specialist which performs administrative work relating to management of complex events, meetings, projects, or other areas involving highly sensitive information and significant decision-making authority.

RESPONSIBILITIES

- Compiles information and prepares reports and drafts original and routine correspondence.
- Provides general and specialized administrative support.
- Retrieves and disseminates information to a wide variety of internal and external stakeholders.
- May be responsible for monetary expenditures at department or work group level.
- Interacts with Auburn University officials and special interest groups and maintains positive relationships throughout Auburn and assists with alumni donor relations through fund raisers, activities, and stewardship functions.
- Plans and coordinates complex meetings, events, and detailed travel arrangements and itineraries.
- Coordinates and maintains calendar and schedules and resolves scheduling conflicts.
- Directs preparation of records such as agendas, notices and minutes.
- Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption of operation and or internal or external groups or the general public.
- 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.

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 extensive body of rules, precedents, procedures, applicable to administrative support work.	

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:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting			X			25 lbs
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.