AUBURN
Human Resources

Exec Coord - BOT

Job Description

JOB INFORMATION

Job Code	DB27
Job Description Title	Exec Coord - BOT
Pay Grade	LC07
Range Minimum	$45,750
33rd %	$54,900
Range Midpoint	$59,480
67th %	$64,050
Range Maximum	$73,200
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/3/2022

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Compliance

JOB SUMMARY

Provides varied, high-level executive support services to the Board of Trustees and numerous university executives (including, but not limited to, the Secretary to the Board of Trustees and the Deputy Secretary to the Board of Trustees) which includes coordination of a variety of internal and external communications and correspondence. Develops, maintains, and enhances positive liaison relationships with various internal and external stakeholder groups including employees, executives, trustees, legislators, faculty, students, donors, alumni, and the general public. Exercises the highest level of discretion in working with sensitive, confidential, and privileged information in carrying out the directives set forth by the applicable executive. Drafts, revises, reviews, and disseminates potentially highly sensitive, confidential, and privileged information, including official statements and responses, letters, memoranda, speeches, and other items of correspondence and communications.

RESPONSIBILITIES

- Provides high-level executive support to the Board of Trustees and senior executives, including, but not limited to, the Secretary to the Board of Trustees and the Deputy Secretary to the Board of Trustees.
- Conceptualizes, develops, and conducts research and other complex projects relating to potentially sensitive and confidential information which may include, but is not limited to, Board of Trustees history, previous actions, bylaws, policies, and procedures; university policies and procedures; state and federal law; or other issues of importance to the Board of Trustees.
- Establishes, maintains, and enhances strong working relationships with various internal and external stakeholder groups including, but not limited to, senior-level executives (e.g., the Office of the President, the Office of the Provost, the Office of the General Counsel, the Executive Director of Public Affairs, the Executive Director of Governmental Affairs, etc.), legislators, faculty, staff, students, donors, alumni, and the general public, on behalf of the Office of the Secretary to the Board of Trustees.
- Drafts, revises, reviews, and disseminates potentially highly sensitive, confidential, and privileged information, including official statements and responses, letters, memoranda, speeches, and other items of correspondence and communications for the Board of Trustees, the Office of the Secretary to the Board of Trustees, and senior executives.
- Manages daily administrative operations, including executive-level scheduling ensuring the coordination of calendar items including preparation of relevant background materials, locations, confirmations, logistics, agendas, and meeting follow-up items, as appropriate; data gathering, electronic filing, and database management.
- Coordinates with multiple units to assist in the resolution of issues and concerns; makes referrals to appropriate university department(s) and resources.

RESPONSIBILITIES

- Serves as a resource to interpret and communicate the executives' intent to other employees and stakeholders.
- May provide advice and input on strategic planning efforts.
- May conceptualize, develop, and coordinate special, complex events and programs, as directed.
- Exercises the highest level of discretion and confidentiality of all work-related information, disclosure of which would likely result in major disruption or embarrassment to the University.
- Heavily assists with the planning and preparation of all Board of Trustees meetings and events including, but not limited to, regular and special-called Board of Trustees workshops and meetings, meetings with senior leadership and the President's Cabinet, and various Board of Trustees committee meetings.

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	
Bachelor's Degree	in Public Administration, Business, Public Relations, Communications, Political Science, or related field.	and	2 years of	Experience in complex administrative support services. Advanced interpersonal skills for individual and group settings. Experience in the Board of Trustees Office is preferred but not required.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Intermediate to advanced knowledge of and experience with higher education policies and procedures.	
The ability to interpret, explain, and execute those policies and procedures.	
Demonstrated applied knowledge of office administration and customer service skills.	
Extremely efficient knowledge of office processes and related computer software (including expert proficiency with Microsoft Excel, Word, and PowerPoint, as well as On Board Passageways) and other electronic communications tools.	
Proven exceptional interpersonal skills with experience providing complex executive support in a high-profile environment with tact and diplomacy.	
Ability to work across teams and with a variety of projects and constituencies.	
Intermediate knowledge of finance, state and federal law, and University policies and procedures.	
Understanding of the nuances of SACSCOC accreditation standards.	

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.