AUBURN
Human Resources

Exec Asst, AU Foundation

Job Description

JOB INFORMATION

Job Code	DB34
Job Description Title	Exec Asst, AU Foundation
Pay Grade	AS11
Range Minimum	$49,200
33rd %	$60,680
Range Midpoint	$66,420
67th %	$72,160
Range Maximum	$83,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/14/2013

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reports directly to the President of the Auburn University Foundation and provides varied, high level administrative and technical support to the AU Foundation Committee and Board.

RESPONSIBILITIES

- Prepares, edits, and compiles materials and correspondence (print and electronic) for various individuals, committees, and the AU Foundation Board of Directors.
- Arranges meetings, conferences, appointments, and travel for AU Foundation Board members and works with Committee Chairs to schedule meetings throughout the year; includes responsibility for arranging lodging and catering as necessary.
- Advises the leadership of the AU Foundation on policies, procedures, bylaws, and charters as needed; provides counsel regarding effective strategy to accomplish desired results.
- Serves as liaison to the Foundation Directorship Committee to assist with succession planning, the nomination process, director report cards, and finalist background checks.
- Works in conjunction with Communications personnel to ensure the AU Foundation website is continuously updated.
- Monitors and oversees the AU Foundation administrative budget to ensure total budget compliance.
- May assist with employee relations issues in the Office of Development.

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	
High School Diploma or GED	Diploma or equivalent	and	8 years of	Experience in complex 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 modern office practices, procedures, and equipment	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

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