AUBURN
Human Resources

Sr Exec Asst, Business Administration & CFO

Job Description

JOB INFORMATION

Job Code	DB35
Job Description Title	Sr Exec Asst, Business Administration & CFO
Pay Grade	AS13
Range Minimum	$60,040
33rd %	$76,060
Range Midpoint	$84,060
67th %	$92,070
Range Maximum	$108,080
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/11/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides executive level administrative support in the office of the SVP, Business Administration & Chief Financial Officer. The Senior Executive Assistant provides varied executive support services which includes coordination of a variety of confidential and sensitive internal and external communications, develops and maintains positive liaison relationships with various internal and external customers including employees, executives, trustees, legislators, faculty, students, donors, alumni and the general public. Exercises significant discretion working with sensitive and confidential information in carrying out the directives set forth by the executive.

RESPONSIBILITIES

- Provides executive support to the the SVP. Serves as a liaison between the executive's office and internal and external units, coordinates the creation and dissemination of confidential information, and articulates expectations for departments and individuals working to implement programs and initiatives. Provides information for review and support and takes necessary actions to carry out such directives. Maintains files and ensures confidentiality related to personnel issues, including individual personal information for those groups and individuals engaging with the office.
- Manages daily administrative operations, including executive-level scheduling and formal/informal correspondence on behalf of the executive and other key administrators. Assesses and prioritizes internal and external requests while resolving business issues independently. Ensures coordination of calendar items including preparation of relevant background materials, locations, confirmations, logistics, agendas, and meeting follow-up items, as appropriate. Compiles and coordinates data for a variety of complex reports, presentations, and oral/written communications.
- Coordinates with multiple units to assist in the resolution of issues and concerns; makes referral to appropriate University department(s) and resources.
- Serves as a resource to interpret and communicate the executive's intent to others employees and stakeholders. Manages internal and external communications including confidential and complex issues by evaluating the situation and referring to appropriate alternate responders and/or responding on behalf of executive as appropriate.
- Develops and maintains positive liaison relationships with various internal and external customers including employees, executives, trustees, legislators, faculty, students, donors, alumni and the general public.
- May provide advice and input on strategic planning efforts.
- May conceptualize, develop, and coordinate complex projects, events, and programs. Coordinates travel arrangements, meeting logistics, and equipment purchases.
- May perform budget-related analysis and approve expenditures.
- May supervise office operations and administrative functions. May supervise, train, and provide performance input for assigned administrative staff.

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	
Some college; vocational or Associate's Degree	General	and	8 years of	Experience in complex administrative support services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of general office practices, knowledge of basic math, and University policies and procedures.

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		10 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 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.