AUBURN
Human Resources

Exec Asst, Huntsville & DC

Job Description

JOB INFORMATION

Job Code	DB38
Job Description Title	Exec Asst, Huntsville & DC
Pay Grade	H31
Range Minimum	$65,400
33rd %	$79,780
Range Midpoint	$86,980
67th %	$94,170
Range Maximum	$108,560
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	12/17/2025 10:11:07 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

This multi-faceted role delivers high-level executive support and strategic coordination across leadership offices in Huntsville and Washington, DC, ensuring seamless management of schedules, travel, meetings, and special initiatives. In addition, the position oversees operational logistics, drives cross-functional projects, and fosters organizational efficiency and communication—enabling executive leadership to remain focused on strategic priorities.

RESPONSIBILITIES

- Manages complex calendars for multiple executives, including scheduling, conflict resolution, and coordination of domestic and international travel.
- Prepares agendas, briefing materials, and follow-up documentation for meetings, receptions, and events.
- Handles confidential and sensitive information with the highest level of professionalism and discretion.
- Screens and directs phone calls, visitors, and correspondence to appropriate departments.
- Serves as a liaison between internal departments and external stakeholders, including donors, alumni, partner organizations, and the public.
- Facilitates effective communication across the organization, ensuring a smooth flow of both routine and non-routine information.
- Leads and supports special projects that enhance business operations and organizational effectiveness.
- Conducts research and presents findings to inform executive decision-making.
- Proactively identifies opportunities for improvement and aligns priorities with executive goals.
- Plans and manages logistics for board meetings, off-site leadership events, and large-scale company gatherings.
- Coordinates meetings, receptions, and events for the Huntsville and DC offices as needed.
- Supervises office operations and administrative functions, including training and mentoring assigned staff.
- Leads the Huntsville administrative team, fostering a collaborative and high-performing work environment.
- Oversees travel arrangements and performs administrative duties related to financial records, documentation, and reimbursements for the Huntsville and DC offices.

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 supervise employees but supervision is not the main focus of the job.

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	No specific discipline.	and	8 years of	Experience in complex administrative support services.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education policies and procedures, including university PPS policies and accreditation standards (SACSCOC, ACHE).	
Knowledge of human resources administration, budgeting, accounting, payroll practices, and financial principles.	
Knowledge of office processes, business policy development, and general administrative practices.	
Knowledge of computer software and communication tools, with advanced proficiency in Excel (pivot tables, VLOOKUPs, formulas).	
Skilled in interpreting and applying policies and procedures accurately.	
Skilled in providing complex administrative support with tact, diplomacy, and strong interpersonal communication.	
Skilled in managing multiple deadlines and projects through effective organization and analytical skills.	
Skilled in preparing agendas, materials, and documentation to support executive decision-making.	
Ability to collaborate across teams and constituencies, fostering effective communication and partnerships.	
Ability to lead and mentor administrative staff to build a high-performing, collaborative work environment.	
Ability to manage budgets and expenditures to align financial practices with organizational goals.	
Ability to handle confidential information with discretion while adapting to evolving priorities and identifying improvements.	

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.

Travel Requirements:

In-State; Domestic; International