AUBURN
Human Resources

Sr Exec Asst, Advancement

Job Description

JOB INFORMATION

Job Code	DB48
Job Description Title	Sr Exec Asst, Advancement
Pay Grade	AS13
Range Minimum	$60,040
33rd %	$76,060
Range Midpoint	$84,060
67th %	$92,070
Range Maximum	$108,080
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	6/4/2024 11:16:10 AM

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, Advancement. Under general supervision, this position oversees office operations, creates managerial reports and works independently on routine, ongoing and special reports. Provides administrative guidance to the Advancement leadership team. Exercises discretion and routinely deals with information of a sensitive and confidential nature.

RESPONSIBILITIES

- Assists the SVP, Advancement for all meetings, maintains files, calendars, and confidential information and prepares presentation materials to include Excel spreadsheets and PowerPoint presentations. Provides administrative guidance to the staff of the Advancement leadership team in administrative functions such as, but not limited to, writing memorandums, document reviews, and presentation preparation. Schedules appointments, contacts required attendees for availability, reserves meeting rooms, and records and transcribes minutes for record purposes.
- Screens phone calls, visitors and correspondence and forwards to the appropriate office/area. Maintains calendars and schedules meetings. Coordinates conferences on site and away from campus and travel, making arrangements as necessary. Coordinates meetings, receptions and/or events in collaboration with various national, regional, state, and campus committee memberships to include making travel arrangements and taking notes if conference is on-site. Coordinates with appropriate staff all Advancement receptions and special functions to include regularly scheduled meetings and annual events for the larger campus Advancement population.
- Serves as a liaison with other campus departments and outside agencies, including other members on the management teams and associated boards. Handles both confidential and non-routine information.
- Performs general administrative duties related to financial records and documents, travel, and reimbursements for the SVP, Advancement. Provides guidance and support regarding candidate interview agendas and reimbursements for applicants.
- Develops and/or revises office procedures and works closely with the SVP, Advancement to update Advancement policies and procedures.

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	
Associate's Degree	Associate of Arts in Business Administration or Applied Science: Administrative Assistant Specialization, or related.	and	8 years of	Executive assistant preferably within a complex organization; including budget management, procurement, electronic filing and database management; office management experience; experience interfacing with corporate and/or institutional executives; extensive experience handling sensitive and confidential information and documents.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated applied knowledge of office administration and customer service skills required.	
Solid working knowledge of office processes and business policy development, and of related computer software (including proficiency with Excel spreadsheet formulas including pivot tables and VLOOKUPs), and electronic communications tools.	
Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy.	
Experience managing to a budget with multiple deadlines required.	
Ability to work across teams with a variety of projects and constituencies.	
Knowledge of general office practices, basic math, and University policies and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.