AUBURN
Human Resources

Sr Exec Asst, Research

Job Description

JOB INFORMATION

Job Code	DB50
Job Description Title	Sr Exec Asst, Research
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	170 Senior VP Research Econ Development
Approved Date:	3/7/2025 2:12:37 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides executive-level administrative support to the SVP, Research and Economic Development (SVPRED). Under general supervision, this position works independently on special projects; makes complicated travel arrangements, and prepares travel reimbursements; provides assistance in the administration of the main office; coordinates complex meetings, receptions, and other events for the SVPRED, and the division; collaborates and deals with Office of the Vice President for Research and Economic Development (OVPRED) committees. Exercises discretion and routinely deals with information of a sensitive and confidential nature.

RESPONSIBILITIES

- Assists the SVP, Research and Economic Development (SVPRED), with meetings, maintains files, calendars, and confidential information. Coordinates and maintains the SVPRED's calendar by scheduling meetings and resolving scheduling conflicts. Exercises discretion when handling sensitive and confidential information in carrying out the directives set forth by the executive. Assists the Associate Vice President for Research, AVP, with calendar, scheduling, logistics for meetings and special events, and other requests as needed.
- Screens phone calls, visitors, and correspondence and forwards to the appropriate office/area. Retrieves and disseminates information to a wide variety of internal and external stakeholders. Manages both confidential and non-routine information. 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 public.
- Manages daily administrative operations, including executive level scheduling and formal/informal correspondence on behalf of the SVPRED and other key administrators in the office including faculty, Associate Vice President for Research, and Associate Vice President for Economic Development. Ensures coordination of meetings, receptions, events, and calendar items including preparation of relevant background materials, locations, confirmations, logistics, agendas, and meeting follow-up items. Collaborates and assists with SVPRED committees. Assesses and prioritizes internal and external requests while resolving business issues.
- Supervises office operations and administrative functions, which includes supervising and training for assigned staff.
- Provides financial assistance to the Undergraduate Research Program, which consists of project funds disbursements and project funds retrieval at the end of the program year.
- Serves as payroll backup for the division. Serves as the HR backup, as needed. Assists with travel arrangements and performs general administrative duties related to financial records and documents, travel,

RESPONSIBILITIES

	and reimbursements for the SVPRED and others in office as needed. Plans and coordinates meetings, receptions, and other events for SVPRED and others in office as needed.

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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of general office practices, University policies and procedures, and accreditation standards for SACSCOC and ACHE, including related timelines for academic programs and initiatives.	
Knowledge of business policy development, advanced computer software, and electronic communication tools, with expertise in Excel features like pivot tables and VLOOKUP functions.	
In-depth knowledge of higher education operations, including human resources administration, budgeting, accounting, payroll processes, and University PPS policies and procedures.	
Exceptional skill in interpreting and applying policies and procedures with accuracy and efficiency.	
Proven interpersonal skills with extensive experience providing complex administrative support in high-profile environments, always maintaining tact and diplomacy.	
Demonstrated ability to effectively collaborate across teams, manage diverse projects and budgets, and meet multiple deadlines in a dynamic environment.	

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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.