AUBURN
Human Resources

# Exec Asst to VP, Philanthropy

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | DB51 |
| Job Description Title | Exec Asst to VP, Philanthropy |
| Pay Grade | AS11 |
| Range Minimum | $49,200 |
| 33rd % | $60,680 |
| Range Midpoint | $66,420 |
| 67th % | $72,160 |
| Range Maximum | $83,640 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 109 Senior VP-Advancement |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 4/25/2022 |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Provides executive-level administrative support to the Vice President for Philanthropy and the Office of Advancement. Under general supervision, oversees office operations, creates managerial reports, and works independently on routine, ongoing, and special reports. Exercises discretion and routinely deals with information of a sensitive and confidential nature.

## RESPONSIBILITIES

- Assists the VP for Philanthropy for all meetings; maintains calendar, files and confidential information and prepares presentation materials to include Excel spreadsheets and PowerPoint presentations. Assists others in administrative functions such as, but not limited to, letter writing, document reviews, and presentation preparation.
- Screens phone calls, visitors, and correspondence and forwards to appropriate office/area. Maintains calendars and schedules meetings. Coordinates conferences and travel and makes all necessary arrangements. Coordinates with appropriate Advancement staff to assist with special functions, regularly scheduled meetings, and events.
- Performs general and specialized administrative duties related to financial records and documents, collections, travel and other reimbursements, vouchers and purchasing card reconciliation; coordinates various meetings and activities.
- 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.
- Provides support to help grow and maintain donor relationships as well as partnerships with academic and university leaders to earn confidence and trust.
- Develops and/or revises office procedures and works closely with the VP for Philanthropy to update Advancement policies and procedures.
- Provide exemplary customer service to internal and external colleagues and guests.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

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

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|---|---|
| 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 | No specific discipline. | and | 5 years of | Proven experience as an Executive Administrative Assistant with progressively increasing levels of responsibility and accountability. Experience in a complex organization preferred. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| 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 and with multiple deadlines required. | |
| Ability to work across teams and with a variety of projects and constituencies. | |
| 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. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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 | | | |

## 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 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.