AUBURN
Human Resources

Exec Asst to VP, University Outreach

Job Description

JOB INFORMATION

Job Code	DB53
Job Description Title	Exec Asst to VP, University Outreach
Pay Grade	AS11
Range Minimum	$49,200
33rd %	$60,680
Range Midpoint	$66,420
67th %	$72,160
Range Maximum	$83,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/26/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides executive level administrative support to the Vice President of University Outreach and Associate Provost. Under general supervision, this position 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 Vice President of University Outreach and Associate Provost on all meetings, maintains files, calendars, and confidential information. Coordinates with the appropriate Outreach staff, internal, and external stakeholders to assist with regularly scheduled meetings and events as well as special projects and initiatives. Makes required contacts, reserves meeting spaces, and records and transcribes minutes. Coordinates conferences and travel arrangements, domestic and international, utilizing the Auburn University travel policy and procedures and immigration processes.
- Performs administrative duties such as but not limited to, preparing letters, memorandums, and correspondence. Researches and gathers information and prepares various reports and presentations materials to include Excel spreadsheets and PowerPoint presentations. Assists in the development and maintenance of data and database. Verifies documents for accuracy completeness and compliance with the University Outreach practices and protocols. Retrieves and disseminates information and correspondence to a wide variety of internal and external stakeholders. Maintains electronic and paper records and secures confidential documents.
- Assists students, faculty, staff, alumni, and visitors providing information as necessary whether in person or via phone. Screens phone calls, visitors, and correspondence and forwards them to the appropriate office/individual.
- Serves as a liaison to other campus departments and outside agencies including other members of the Outreach team and associated boards. Works with the Outreach leadership and administrative personnel across the division to provide support for projects and initiatives and maintains efficient operations.
- Manages confidential and non-routine information with little supervision and utilizes sound independent judgement to resolve issues. Exercises significant discretion concerning highly sensitive and confidential information, disclosure of which would likely result disruption of operations and could impact internal and external groups or the public.
- Assists with general and specialized duties related to financial and HR records and documents. May prepare or approve travel vouchers and other reimbursements collections and purchasing card reconciliation. Maintains the Auburn University polices and procedures and provides division-level back up, if 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 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	Experience as an executive administrative assistant with progressively increasing levels of responsibility and accountability. Experience in complex organization preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of modern office practices, procedures, and equipment.	
Ability to professionally represent Outreach and the Vice President of University Outreach and Associate Provost when in contact with stakeholders.	
Excellent communication and customer service skills.	
Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy.	
Excellent leadership skills including the ability to lead and provide direction.	
Excellent organizational and time management skills.	
Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.