AUBURN
Human Resources

Exec Asst, VP CIO/OIT

Job Description

JOB INFORMATION

Job Code	DB54
Job Description Title	Exec Asst, VP CIO/OIT
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	2/7/2023

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 VP-Chief Information Officer. Under general supervision, this position oversees office operations, creates managerial reports and works independently on routine, ongoing and special reports. Exercises discretion and deals with information of a sensitive and confidential nature.

RESPONSIBILITIES

- Assists the VP/CIO for all meetings, maintains files, calendars, and confidential information and prepares presentation materials to include Excel spreadsheets and PowerPoint presentations. Assists the Executive Director of Information Technology, the Information Security Officer, and other IT Directors 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 all OIT receptions and special functions to include quarterly meetings and annual events for the larger campus IT population.
- Serves as a liaison with other campus departments and outside agencies, including other members on the management teams. Handles both confidential and non-routine information.
- Performs general administrative duties related to financial records and documents, travel, and other reimbursements for the VP/CIO and Executive Director of OIT. Schedules interview agendas and reimbursements for applicants.
- Develops and/or revises office procedures and works closely with the VP/CIO, Executive Director and Information Security Officer to update OIT 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	
Some college; vocational or Associate's Degree	Business Administration or related field.	and	5 years of	Experience in administrative support services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.