AUBURN
Human Resources

Exec Asst, Facilities Management

Job Description

JOB INFORMATION

Job Code	DB55
Job Description Title	Exec Asst, Facilities Management
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	3/29/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides executive level administrative support for Facilities Management. Under general supervision, this position manages office operations, develops Board of Trustees documents, creates management reports, and works independently on ongoing and special projects. Exercises discretion and deals with information of a sensitive and confidential nature.

RESPONSIBILITIES

- Assists Associate Vice President of Facilities Management for all meetings; maintains calendar, files and confidential information and prepares presentations utilizing Excel spreadsheets and PowerPoint presentations. May assist others in administrative functions such as, but not limited to, letter writing, document reviews, and presentation preparation. Schedules appointments, contacts required attendees for availability, reserves meeting rooms, records and transcribes minutes of meetings for record.
- Leads and organizes the production process for Auburn University Board of Trustees (BOT) meeting documents for Facilities Management. Drafts BOT Memorandums, Resolutions, Executive Summaries, and develops meeting presentations for all issues to be brought to the Board of Trustees at the five annual meetings and other called BOT meetings. Develops revisions after Pre-Cabinet/Cabinet review meetings, typically with 24 hour turnaround deadlines.
- Coordinates closely with the Secretary of the Board of Trustees Office regarding submission times and dates of all materials. BOT documents produced must be of the utmost quality since they are reviewed by the President, Executive Vice President, Provost, other senior AU leaders and the Board of Trustees
- Manages the calendar of the Associate Vice President of Facilities Management, coordinating and scheduling meetings with university leaders, College Deans, Assists consultants, contractors, students, faculty, staff, parents, and visitors providing information regarding facilities services whether in person or via phone. Screens phone calls, visitors, and correspondence and forwards to appropriate office/individual.
- Manages all types of daily correspondence and monthly reports.
- Coordinates conferences and travel and makes all necessary arrangements. Coordinates meetings, receptions, and/or events in collaboration with various national, regional, and campus committee memberships to include making travel arrangements and taking minutes.
- Serves as a liaison with other departments and outside agencies, including other members on the management team. Handles confidential and non-routine information.
- 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.
- Develops and/or revises office procedures and implements administrative process changes. Provides guidance to departmental staff regarding university and department 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	General	and	5 years of	Proven experience as an Executive Administrative Assistant with progressively increasing levels of responsibility and accountability.	

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.				

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			
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.