AUBURN
Human Resources

Exec Asst, AL Cooperative Extension System

Job Description

JOB INFORMATION

Job Code	DB56
Job Description Title	Exec Asst, AL Cooperative Extension System
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	5/26/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides executive level administrative support for the Alabama Cooperative Extension System (ACES). Under general supervision by the ACES Director, the Executive Assistant of Alabama Cooperative Extension System manages office operations, develops documents both internal and external to ACES including, but not limited to, county, state, and federal partners, external stakeholder groups, and ACES auxiliary units (AL 4-H Center, AL 4-H Foundation, County Offices, and the Graham Farm and Nature Center). This position works independently on ongoing and special projects, exercises discretion, and deals with information on a sensitive and confidential nature.

RESPONSIBILITIES

- Assists the Director of the Alabama Cooperative Extension System (ACES) for all meetings, maintains files, calendars, and confidential information. Coordinates and maintains the Director's calendar and schedules and resolves scheduling conflicts. Plans and coordinates meetings with different groups, committees, and individuals: receptions and other events consisting of determining dates, location, menu, set up, and ordering whatever is needed for the event(s). Records and transcribes minutes of meetings for record as needed.
- Assists with the Director's calendar and scheduling. Coordinates complicated travel arrangements and reimbursement requests for the Associate Director(s) and other members of the leadership team(s) as requested.
- Compiles information and prepares reports/presentations and drafts routine correspondence, agendas, etc.
- Assists with the Director's calendar and scheduling. Prepares complicated travel assignments and reimbursements. Coordinates complicated travel arrangements for the Associate Director(s) and the Assistant Director of Program Development and Grants as well as travel arrangements/reimbursements.
- Interacts with Auburn University and Alabama A&M University (AAMU) officials and special groups and maintains positive relationships throughout Auburn University and AAMU.
- Serves as the Directors liaison in supporting the ACES Disaster/Emergency Preparedness Response/Recovery/Relief Teams statewide. This function serves as a conduit to other county, state and federal partners (County officials, state entities such as ADEM, and federal agencies such as USDA).
- Serves as the backup to the administrative support functions for all Assistant Directors for County Operations (seven regions).
- Coordinates meetings specific to ACES for both campuses by working with staff on both campuses for scheduling, reserving meeting rooms, recording and transcribing minutes for record, and assisting in other administrative functions (document preparation and review, presentation preparation, spreadsheets, etc.).
- Assists the Director in meeting preparation specific to Southern Region Workgroups, Southern Region Program Leadership Network, and other leadership events throughout the year.

RESPONSIBILITIES

- Serves as the AU United Way lead for all of ACES statewide.

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	
Associate's Degree	No specific discipline. Bachelor's degree preferred.	and	5 years of	Experience as an administrative assistant with progressively increasing levels of responsibility and accountability. Experience working with Extension programs is preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of modern office practices, procedures, and equipment.	
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.	
Strong familiarity with Extension work.	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.