AUBURN
Human Resources

Sec to the Board of Trustees

Job Description

JOB INFORMATION

Job Code	EA40
Job Description Title	Sec to the Board of Trustees
Pay Grade	LCUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/23/2018

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Compliance

JOB SUMMARY

Position serves as the Secretary to the Board at Auburn University. The position serves as the primary liaison between the university's governing body, the Board of Trustees, and the university administration and is responsible for working with the President, Cabinet and Board in promoting effective Board governance and fostering collaboration between members of the University and the Board. The Secretary provides counsel and advice on Board issues to the President and other members of the executive administration and serves as the liaison between the Board and the university administration on policy and procedural matters, governance, and communications pertaining to the Board.

RESPONSIBILITIES

- Serves as a key advisor to the Board Officers on internal and external issues related to the Board, its governance and its operations.
- Provides or coordinates the gathering and research of information related to on-going and emerging issues of importance to the Board, both internal and external.
- Advises Board members of significant events and issues affecting the university in a timely manner in cooperation with the President.
- Acts as a primary point of contact and source of Board-related advice/guidance for senior administrators and facilitates the correspondence between the Board and other parties including internal coordination with senior staff.
- Assists the Board, in consultation with General Counsel, in developing University policies.
- Organizes and implements strategies and other actions to facilitate and coordinate the Board's calendar for deliberations, actions and other activities, including formal Board meetings and the orientation of new Trustees.
- Ensures the timely preparation and distribution of materials (e.g., requests, agendas, schedules, notices, resolutions, etc.) for Board and Committee meetings, consistent with Board-approved bylaws and procedures.
- Facilitates the public meeting process, including appropriate legal notices, site arrangements, invitations of agenda presenters, etc.
- Maintains and retains records, documentation, policies and standards adopted by the Board and its committees.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	
Master's Degree	In Law, Management, Business, Industrial/Organizational Psychology, or a related field.	and	10 years of	Responsible and diversified executive level administrative management and supervisory experience. Experience with development and implementation of major policies. Experience interacting with the public and high profile individuals, including external executives and/or Board of Director members. Experience in higher education administration preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Creative approach to problem solving, employing new concepts and approaches when necessary.	
Self-motivated, well organized and ability to manage details at all levels.	
Excellent written and oral communication skills.	
Ability to use good judgement in stressful situations.	
Excellent interpersonal skills with a sense of tact and diplomacy.	
Demonstrated knowledge and experiential abilities and skills to facilitate crafting and building general consensus.	
Unquestioned personal and professional integrity.	
Thorough experiential knowledge of all aspects of Auburn University- its people, events and academic curriculum along with its culture, traditions and values.	
Ability to earn and keep the trust of the Board of Trustees, Administration, Faculty, other campus and external constituents by being fully committed to Auburn University's well-being, and acting as an honest broker among the various constituencies.	

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.