AUBURN
Human Resources

Exec Asst, Government Relations

Job Description

JOB INFORMATION

Job Code	EA81
Job Description Title	Exec Asst, Government Relations
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	11/16/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides high level administrative support to the University's governmental affairs office.

RESPONSIBILITIES

- Researches, compiles, distributes, and maintains information on legislation, legislators, public officials, and legislative issues, interests, and activities; prepares correspondence and materials for broad and targeted distribution to public officials.
- Interacts with internal and external officials and stakeholders, often involving detailed communications and exchange of confidential or sensitive information; screens telephone calls/visitors and assists with responding to requests and inquiries by public officials.
- Manages governmental affairs ticket processes to include logging, tracking, distributing, and reconciling ticket inventory and related financial collections in compliance with NCAA, SEC, and University auditing and accounting guidelines and procedures.
- Receives and resolves inquiries and problems.
- Maintains lists, records, and calendars and prepares reports to include those required by the Alabama Ethics Commission.
- 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.
- Plans, organizes, and executes a variety of projects, special events, and activities.

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	
Bachelor's Degree	Degree in Public Administration, Management, Marketing, Public Relations, Communications or related field	and	4 years of	Experience related to legislative and/or lobbying processes.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the state legislative process and political environment.	
Basic knowledge of bookkeeping.	
Basic knowledge of computer software.	

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			Up to 50 pounds
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.