AUBURN
Human Resources

Executive Assistant & Business Manager - OVPICS

Job Description

JOB INFORMATION

Job Code	EH36
Job Description Title	Executive Assistant & Business Manager - OVPICS
Pay Grade	FO10
Range Minimum	$60,970
33rd %	$75,190
Range Midpoint	$82,300
67th %	$89,420
Range Maximum	$103,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	4/10/2024 2:53:25 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Reporting to the Vice President of Institutional Compliance & Security, this position exercises primary responsibility with a strategic focus and accountability for the areas of finance, budget, human resources, purchasing, compliance, and support services management for Institutional Compliance and Security.

RESPONSIBILITIES

- Provides executive support to the Vice President of Institutional Compliance & Security. Serves as the liaison between the executive's office and internal and external units, coordinates the creation and dissemination of confidential information, and articulates expectations for departments and individuals working to implement programs and initiatives. Provides information for review and support and takes necessary actions to carry out such directives. Maintains files and ensures confidentiality related to personnel issues, including individual personal information for those groups and individuals engaging with the office.
- Performs daily office management tasks to include executive-level scheduling, both formal and informal correspondence on behalf of the executive and other key administrators. Assesses and prioritizes internal and external requests while resolving business issues independently. Ensures coordination of calendar items including preparation of relevant background materials, locations, confirmations, logistics, agendas, and meeting follow-up items, as appropriate. Compiles and coordinates data for variety of complex reports, presentations, and oral/written communications.
- Coordinating with multiple units to assist in the resolution of issues and concerns; makes referral to appropriate University department(s) and resources.
- Serves as a resource to interpret and communicate the executive's intent to other employees and stakeholders. Manages internal and external communications including confidential and complex issues by evaluating the situation and referring to appropriate alternate responders and/or responding on behalf of executive as appropriate.
- Develops and maintains positive liaison relationships with various internal and external customers including employees, executives, trustees, legislators, faculty, students, donors, alumni, and the general public.
- Performs budget-related analysis and approves expenditures. May supervise office operations and administrative functions.
- Provides advice and input on financial, budgetary, and strategic planning efforts.
- May conceptualize, develop, and coordinate complex projects, events, and programs Coordinates travel arrangements, meeting logistics, and equipment purchases.
- May supervise, train, and provide performance input for assigned administrative staff.

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	No Specific Discipline		5 years of	Experience in accounting, financial management, business operations, as well as working knowledge of HR with progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education policies and procedures, human resources administration and budgeting, accounting and payroll procedures.	
Knowledge of general office practices, knowledge of basic math, and University policies and procedures.	
Knowledge of basic budgeting and accounting principles.	
The ability to interpret policies and procedures.	
Demonstrated applied knowledge of office administration and customer service skills.	
Solid working knowledge of office processes and business policy development, and of related computer software, and electronic communications tools.	
Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy.	
Experience managing multiple budgets and with multiple deadlines required.	
Ability to work across teams and with a variety of projects and constituencies.	

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:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.