AUBURN
Human Resources

Asst VP, Internal Audit & Chief Audit Executive

Job Description

JOB INFORMATION

Job Code	KC01
Job Description Title	Asst VP, Internal Audit & Chief Audit Executive
Pay Grade	LC16
Range Minimum	$130,410
33rd %	$173,880
Range Midpoint	$195,610
67th %	$217,340
Range Maximum	$260,810
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	5/12/2026 3:09:30 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Serves as Auburn University's Chief Audit Executive (CAE), providing strategic leadership and oversight for the Internal Audit Department. The role is responsible for developing and executing a comprehensive, risk based audit plan covering all University divisions, ensuring the Internal Audit function's conformance with the Global Internal Audit Standards, directing audit resources, and overseeing all audit activities - including scheduled audits, investigations, and special requests - while fulfilling all responsibilities defined for a Chief Audit Executive. This position reports administratively to the Vice President for Institutional Compliance and Security (ICS), maintaining regular communication to keep the Vice President informed of audit plans, significant risks, audit results, investigations, and emerging issues. The CAE has a dotted line, functional relationship with the Audit Committee of the Board of Trustees, with information and communications shared through the Vice President, who serves as the primary liaison to the Committee.

RESPONSIBILITIES

- Develops and executes a comprehensive, risk-based audit plan that ensures appropriate coverage across all University divisions and aligns with Auburn’s strategic objectives and risk profile.
- Ensures full conformance with the Global Internal Audit Standards, including governance, independence, planning, quality assurance, and professional practices.
- Directs & oversees all audit projects - from scheduled audits to investigations and special requests - ensuring effective resource allocation and adherence to professional standards.
- Reviews and approves audit work papers, findings, and reports to ensure accuracy, completeness, and compliance with IIA standards.
- Directs and coordinates investigations into suspected fraud, waste, abuse, or misconduct, collaborating with appropriate University offices and managing allegations received through reporting mechanisms.
- Leads the Internal Audit Quality Assurance Program, including internal assessments, performance metrics, continuous improvement activities, and external quality reviews.
- Communicates audit results, emerging risks, and quality assurance outcomes to the VP, ICS, University leadership, the Audit and Compliance Committee, and other stakeholders. Monitors and validates corrective actions taken by management to address audit findings and strengthen internal controls.
- Serves as the primary liaison with external auditors, regulators, and oversight bodies to coordinate audit activities, reduce duplication, and support comprehensive audit coverage.
- Collaborates with senior administrators, including the CFO and General Counsel, to evaluate emerging risks, strengthen internal controls, and promote best practices.

RESPONSIBILITIES

- Advises University management and staff on financial, accounting, internal control, and risk mitigation matters.
- Develops and delivers training across the University to enhance understanding of internal controls, policies, procedures, and risk management, and to strengthen the campus culture of accountability.
- Directly supervises a team of professionals, which includes prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained and following policies and procedures; makes recommendations for hiring, terminations, and disciplinary action. Oversees the daily operational workflow of the department.

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	Supervises others with full supervisory responsibility.

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	Business, Management, Finance or Accounting	and	10 years of	experience managing audits, including risk assessment, planning, audit execution, issue/report writing, managing timelines, and management interaction.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Global Internal Audit Standards and professional auditing frameworks to ensure compliance, quality assurance, and effective governance of the Internal Audit function.	
Knowledge of enterprise risk management, internal controls, and higher-education operations.	
Skill in leading and managing complex audit projects, including planning, resource allocation, review of audit work, and communication of results to executive leadership and governing boards.	
Skill in conducting and overseeing investigations involving fraud, waste, abuse, or misconduct, and coordinating with legal, compliance, and administrative units.	
Ability to build strong relationships and collaborate with senior administrators, external auditors, and oversight bodies to support coordinated audit coverage and effective risk mitigation.	
Ability to analyze emerging risks and translate them into actionable audit strategies, recommendations, and training that strengthen the University’s internal control environment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)			Required	Or
Certified Internal Auditor (CIA)			Required	Or
Certified Fraud Examiner (CFE)			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				10 lbs
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.