AUBURN
Human Resources

Assoc VP, Administrative Effectiveness

Job Description

JOB INFORMATION

Job Code	OA55
Job Description Title	Assoc VP, Administrative Effectiveness
Pay Grade	FOUC
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	7/3/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Serves as the senior Administrative Effectiveness officer for Auburn University's administrative units by recommending, planning, developing, implementing, evaluating, and improving administrative effectiveness programs and services. Serves as the advisor to senior administration on matters related to cultivating a culture of excellence in administrative effectiveness at Auburn University.

RESPONSIBILITIES

- Establish the office of Administrative Effectiveness within the President’s Office in conjunction with senior leadership.
- Recommends, develops, maintains, assesses, and improves administrative effectiveness goals, results, and programs for the university.
- Provides senior leadership in the advancement of all university administrative effectiveness goals, metrics, and programs and produces reports and presentations via approved requests.
- Communicates with other senior executives to advance administrative effectiveness initiatives, goals, plans, and agendas.
- Interacts with all levels within the University to implement and assess administrative effectiveness goals
- Responsible for supervisory oversight for assigned departments and programs.
- Leads special project initiatives as assigned by the President and Executive Vice President.
- Leads and serves on university-wide committees as well as conducting presentations to internal and external audiences as needed.
- Stays abreast of current trends and best practices in the field of University Administrative Effectiveness that could impact the university and higher education.

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	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
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.	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly

Vision Requirements:

Ability to see information in print and/or electronically.