
Auburn University Job Description

Job Title: **Dir, Pres Hse Ops/Dev Strategy**

Job Family: No Family

Job Code: **AA85**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Reporting to the delegated authority, responsible for the operation, maintenance, management, and administration of the President's home and property and coordination of events which occur at the residence of the President. The incumbent also provides primary administrative support for the First Lady.

Essential Functions

1. Oversees the overall operation of the house and property, serves as the primary interface to others, and coordinates the activities of the maintenance, cleaning, and grounds personnel. Ensures that all maintenance and repairs are scheduled in a timely manner and minimizes interference with the President's schedule and events.
 2. Collaborates with the Auburn Special Events staff and recommends external vendors for event execution, design, catering, and all aspects of events. Serves as a liaison between the President's estate and University special events staff, external vendors, and other event personnel. Communicates and collaborates closely with program, facility, and service staff to ensure events are well coordinated and all needs are met.
 3. Monitors internal procedures for event production and recommends improvements as necessary. Receives documents including suggested menus, invitations, etc. and in coordination with the First Lady sets deadlines, standards and expectation for events at the President's estate. Reviews items for accuracy and appropriateness, and sets parameters and timetables for their receipt.
 4. Oversees the calendar of the First Lady and provides administrative support including scheduling, drafting of agendas, correspondence, itineraries, and other materials. Monitors and coordinates with the First Lady on all event collateral including: save the dates, invitations, event brochures, and thank you pieces.
 5. Develops and maintains effective relationships with alumni, University personnel, sponsors, partners, and third party vendors ensuring schedules, events, initiatives, and goals are planned and executed properly to support the mission of the University.
 6. Forecasts, implements, and oversees budget operations associated with operation of the household. Reviews and approves all internal and external invoices.
 7. Ensures appropriate security, emergency, and transportation protocols are in place for day-to-day operations and for all events.
 8. Researches, prioritizes, and follows up on incoming issues and concerns relating to use of the President's estate, including those sensitive and confidential in nature..
 9. Manages creative design, utilization and safeguarding of Auburn Oaks wood. Strategizes on the effective use of wood pieces for donor recognition. Coordinates creation and production of pieces for special use. Coordinates process of identifying, evaluating, and selecting designs for high volume wood product and campus pieces.
 10. May prepare for and host small casual events that do not merit University special events including welcoming of guests and arranging modest refreshments and tours. May perform other duties as assigned.
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Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	History, Liberal Arts, Planning, Communications, Public Relations or related field
Experience (yrs.)	7	Experience in professional administrative capacity with a minimum of 4 years of experience in professionally developing, planning, and coordinating programs, activities, and special events. Experience in donor relations is critical.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of donor relations, Land Grant history, vendor management, catering, and service personnel related to developing, planning, and coordinating programs, activities, and special events.

Must be able to verbally and in written form communicate effectively with the First family, University, personnel and numerous stakeholder groups including University personnel, elected officials, students, and dignitaries.

Ability to coordinate personnel including but not limited to students, caterers, and maintenance staff.

Effective computer skills including Microsoft Office. Ability to organize events, agendas, itineraries, and calendars. Ability to multi-task and communicate effectively within high-stress environments.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, talking, hearing, handling objects with hands,

Job occasionally requires sitting, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/2/2018
