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## Auburn University Job Description

Job Title: **Lead Admin Asst-Acad**

Job Family: No Family

Job Code: **DB02**

Grade AS08 \$36,200 - \$54,300

FLSA status: Non-exempt

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### Job Summary

Performs a variety of high level and complex administrative support duties and acts as Lead administrative position in an academic department with multiple administrative support positions.

### Essential Functions

1. As the lead, coordinates administrative activities of others in the department.
2. Resolves and responds to questions as they relate to policies and procedures.
3. May serve as personal administrative assistant to an Assistant Dean, department head or manager
4. Performs a wide variety of administrative duties, to include (but not limited to): budget tracking and coordination, human resources administration, coordination of large or complex projects or events, liaison to other departments, and purchasing or vendor/outside agency point of contact.
5. Performs a variety of office support duties, to include (but not limited to): typing and correspondence, filing folders, recordkeeping/compilation/data entry, preparation/processing forms, calendars and scheduling, mail distribution and outgoing mailings, travel/expense vouchers, telephones and greeting, and supplies and inventory or similar duties.
6. Duties may also include scheduling classrooms, entering course information into AU student scheduling system (OASIS), conducting teaching effectiveness surveys, ordering textbooks, addressing administrative issues related to student academic or financial status, and updating web site.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	6	Experience in administrative support services

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions 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 Required Knowledge

Knowledge of office procedures and practices.

#### Certification or Licensure Requirements

None Required.

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### 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 sitting, talking, hearing, handling objects with hands, .

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

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

Date: 1/4/2012

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