
Auburn University Job Description

Job Title: **Senior Executive Assistant**

Job Family: No Family

Job Code: **DB17**

Grade AS13 \$54,500 - \$98,100

FLSA status: Exempt

Job Summary

The Senior Executive Assistant is restricted for use to the Provost & Sr. VP of Academic Affairs and the Executive Vice President. The Senior Executive Assistant provides varied executive support services to an University executive which includes coordination of a variety of confidential and sensitive internal and external communications. Directs and oversees office operations including hiring, supervising, and training of office staff; 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. Exercises significant discretion working with sensitive and confidential information in carrying out the directives set forth by the executive.

Essential Functions

1. Provides executive support to senior leadership. Serves as a 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 academic and personnel issues, including individual personal information for those groups and individuals engaging with the office.
 2. Manages daily administrative operations, including executive-level scheduling and formal and informal correspondence on behalf of the executive and other key administrators. Assesses and prioritizes internal and external requests while resolving business or academic 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 a variety of complex reports, presentations, and oral and written communications.
 3. Coordinates with multiple units to assist in the resolution of issues and concerns; makes referral to appropriate University department(s) and resources.
 4. Serves as a resource to interpret and communicate the executive's intent to others 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.
 5. 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.
 6. May provide advice and input on strategic planning efforts.
 7. May conceptualize, develop, and coordinate complex projects, events, and programs. Coordinates travel arrangements, meeting logistics, and equipment purchases.
 8. May perform budget-related analysis and approve expenditures.
 9. May supervise office operations and administrative functions. May supervise, train, and provide performance input for assigned administrative staff.
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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	No specific discipline.
Experience (yrs.)	8	Experience in complex administrative support services.

Substitutions 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:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of higher education policies and procedures, human resources administration and budgeting, accounting and payroll procedures. The ability to interpret policies and procedures. Demonstrated applied knowledge of office administration and customer service skills required. Solid working knowledge of office processes and business policy development, and of related computer software (including proficiency with Excel spreadsheet formulas including pivot tables and VLOOKUPS), and electronic communications tools. Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy. Experience managing to a budget and with multiple deadlines required. Ability to work across teams and with a variety of projects and constituencies. Knowledge of general office practices, knowledge of basic math, and University policies and procedures. Knowledge of basic budgeting and accounting principles, knowledge of university PPS policies and procedures, understanding of basic accreditation standards and time lines for SACSCOC and ACHE as it relates to timely notification of university academic programs and initiatives.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

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

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

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Date: 5/24/2022

