
Auburn University Job Description

Job Title:	Exec Support Spec	Level I	Grade AS09 \$39,800 - \$59,700
Job Code:	DB24	Level II	Grade AS10 \$42,200 - \$67,500
FLSA status:	Exempt		

Job Summary

Serves as Executive Support Specialist which performs administrative work relating to management of complex events, meetings, projects, or other areas involving highly sensitive information and significant decision-making authority.

Essential Functions

1. Compiles information and prepares reports and drafts original and routine correspondence.
2. Provides general and specialized administrative support.
3. Retrieves and disseminates information to a wide variety of internal and external stakeholders.
4. May be responsible for monetary expenditures at department or work group level.
5. Interacts with Auburn University officials and special interest groups and maintains positive relationships throughout Auburn and assists with alumni donor relations through fund raisers, activities, and stewardship functions.
6. Plans and coordinates complex meetings, events, and detailed travel arrangements and itineraries.
7. Coordinates and maintains calendar and schedules and resolves scheduling conflicts.
8. Directs preparation of records such as agendas, notices and minutes.
9. Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption of operation and or internal or external groups or the general public.
10. May perform numerous administrative duties including, but not limited to preparing and monitoring the budget, payroll, travel expense vouchers and invoices, contractual agreements, cash and bank deposits, time logs, work orders, supplies, staffing correspondence, and/or class schedules.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision.	Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.	High school diploma or equivalent plus 4 years.
II	Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision.	Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work.	High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 4 years.

Level II High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

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

See Job Family Levels

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.

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, reaching, talking, hearing, handling objects with hands, .

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

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

Date: 11/4/2019
