
Auburn University Job Description

Job Title: **Exec Coord - BOT**

Job Family: No Family

Job Code: **DB27**

Grade LC07 \$40,000 - \$64,000

FLSA status: Exempt

Job Summary

Provides varied, high-level executive support services to the Board of Trustees and numerous university executives (including, but not limited to, the Secretary to the Board of Trustees and the Deputy Secretary to the Board of Trustees) which includes coordination of a variety of internal and external communications and correspondence. Develops, maintains, and enhances positive liaison relationships with various internal and external stakeholder groups including employees, executives, trustees, legislators, faculty, students, donors, alumni, and the general public. Exercises the highest level of discretion in working with sensitive, confidential, and privileged information in carrying out the directives set forth by the applicable executive. Drafts, revises, reviews, and disseminates potentially highly sensitive, confidential, and privileged information, including official statements and responses, letters, memoranda, speeches, and other items of correspondence and communications.

Essential Functions

1. Provides high-level executive support to the Board of Trustees and senior executives, including, but not limited to, the Secretary to the Board of Trustees and the Deputy Secretary to the Board of Trustees.
 2. Conceptualizes, develops, and conducts research and other complex projects relating to potentially sensitive and confidential information which may include, but is not limited to, Board of Trustees history, previous actions, bylaws, policies, and procedures; university policies and procedures; state and federal law; or other issues of importance to the Board of Trustees.
 3. Establishes, maintains, and enhances strong working relationships with various internal and external stakeholder groups including, but not limited to, senior-level executives (e.g., the Office of the President, the Office of the Provost, the Office of the General Counsel, the Executive Director of Public Affairs, the Executive Director of Governmental Affairs, etc.), legislators, faculty, staff, students, donors, alumni, and the general public, on behalf of the Office of the Secretary to the Board of Trustees.
 4. Drafts, revises, reviews, and disseminates potentially highly sensitive, confidential, and privileged information, including official statements and responses, letters, memoranda, speeches, and other items of correspondence and communications for the Board of Trustees, the Office of the Secretary to the Board of Trustees, and senior executives.
 5. Manages daily administrative operations, including executive-level scheduling ensuring the coordination of calendar items including preparation of relevant background materials, locations, confirmations, logistics, agendas, and meeting follow-up items, as appropriate; data gathering, electronic filing, and database management.
 6. Coordinates with multiple units to assist in the resolution of issues and concerns; makes referrals to appropriate university department(s) and resources.
 7. Serves as a resource to interpret and communicate the executives' intent to other employees and stakeholders.
 8. May provide advice and input on strategic planning efforts.
 9. May conceptualize, develop, and coordinate special, complex events and programs, as directed.
 10. Exercises the highest level of discretion and confidentiality of all work-related information,
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disclosure of which would likely result in major disruption or embarrassment to the University.

11. Heavily assists with the planning and preparation of all Board of Trustees meetings and events including, but not limited to, regular and special-called Board of Trustees workshops and meetings, meetings with senior leadership and the President's Cabinet, and various Board of Trustees committee meetings.
12. Perform other duties as assigned.

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>
Education	Four-year college degree	Degree in Public Administration, Business, Public Relations, Communications, Political Science, or related field.
Experience (yrs.)	2	Experience in complex administrative support services. Advanced interpersonal skills for individual and group settings. Experience in the Board of Trustees Office is preferred but not required.

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

Intermediate to advanced knowledge of and experience with higher education policies and procedures. The ability to interpret, explain, and execute those policies and procedures. Demonstrated applied knowledge of office administration and customer service skills. Extremely efficient knowledge of office processes and related computer software (including expert proficiency with Microsoft Excel, Word, and PowerPoint, as well as On Board Passageways) and other electronic communications tools. Proven exceptional interpersonal skills with experience providing complex executive support in a high-profile environment with tact and diplomacy. Ability to work across teams and with a variety of projects and constituencies. Intermediate knowledge of finance, state and federal law, and University policies and procedures. Understanding of the nuances of SACSCOC accreditation standards.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

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Date: 6/3/2022

