
Auburn University Job Description

Job Title: **Exec Admstr,Advancement Boards**

Job Family: No Family

Job Code: **DB46**

Grade AS11 \$44,700 - \$76,000

FLSA status: Exempt

Job Summary

Reporting to the Senior Vice President of Advancement, the Executive Administrator to the Auburn Foundation and Auburn Alumni Association coordinates all administrative duties for the Auburn Alumni Association Board of Directors and the Auburn University Foundation. Under general supervision, the Executive Administrator provides executive level support for meetings and events, facilitates nomination process, and works independently on ongoing and special projects. Exercises discretion and deals with information of a sensitive and confidential nature.

Essential Functions

1. Serves as the daily contact and provides executive level support for the Auburn Alumni Association (AAA) Board of Directors, to include prompt and professional communication.
2. Supports the Executive Assistant of the Auburn University Foundation (AUF) through correspondence for various individuals, committees, and the AU Foundation Board of Directors.
3. Manages all aspects of meetings of the AUF and AAA Boards including planning and organizing committee and full board meetings (in person and via phone/video conference).
4. Collaborates with Advancement events team on planning, coordinating, and executing board meetings and related activities.
5. Prepares agendas and other materials for AUF and AAA Board meetings. Coordinates and prepares meeting summaries, minutes, programs, updates, and other functions related to the activities and operation of board meetings.
6. Manages the corresponding operational expenses and provides immediate oversight of daily business, operations, and activities of the boards.
7. Serves as contact for inquiries from various publics. Corresponds with Trustees, Directors, volunteers, alumni, and Auburn University leadership, faculty, staff, and students engaged in AUF and AAA Board related activities.
8. Oversees that meeting minutes are properly recorded and formally reviewed to create official records. Ensures that all meeting details, meeting minutes, bylaws, and pertinent historical information is readily accessible and updated as needed.
9. Develops and manages a process for tracking board member and committee assignments.
10. Maintains official AUF and AAA records to ensure compliance with federal state and local regulations.
11. The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.
12. May 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.

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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	High School	High School Diploma or equivalent.
Experience (yrs.)	5	Proven experience as an Executive Administrative Assistant with progressively increasing levels of responsibility and accountability.

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 general office practices, knowledge of basic math, and University policies and procedures.

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

Job occasionally requires reaching, and lifting up to 25 pounds.

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

Date: 9/28/2022
