
Auburn University Job Description

Job Title: **Coord, BOT Admin**

Job Family: No Family

Job Code: **DB47**

Grade AS07 \$33,700 - \$50,600

FLSA status: Exempt

Job Summary

Provides support to the Secretary to the Board of Trustees and the Deputy Secretary to the Board of Trustees. Under general supervision, this position coordinates office operations, special projects, exercises discretion and handles information of a sensitive and confidential nature.

Essential Functions

1. Conducts research projects relating to potentially sensitive and confidential information which may include but is not limited to Board of Trustees history, previous actions, policies, and procedures; university policies and procedures; state and federal law; or other issues of importance to the Board.
2. Prepares letters, memos, and correspondence in response to communication received by the office, including external and internal university correspondence.
3. Assists with the planning and preparation of all Board of Trustees meetings and events including regular and special-called Board of Trustees workshops and meetings, Agenda Review Committee meetings, and various Board of Trustees committee meetings.
4. Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption or embarrassment to the University.
5. Prepares initial drafts of the minutes of regular and special-called Board of Trustees meetings.
6. May act as a point of contact between board members and senior-level administrators, faculty, staff, departments, students, and vendors and outside agencies.
7. Coordinates daily office operations which may include but are not limited to data gathering, filing, management of student employees, database management, mail distribution, answering phones, and ordering supplies.
8. Assists the Board Secretary and Deputy Board Secretary when working with committee chairs, lead trustees, and campus office leadership in compiling and circulating proposed Board agenda items and ensuring accuracy of those materials and meeting agendas.
9. Assists the Deputy Board Secretary in the maintenance of records and documents pertaining to the affairs of the Board of Trustees.
10. Oversees maintenance and update of the Board of Trustees website.
11. Performs 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 Business, Education, Public Relations, Marketing, Communications, Political Science, Management or related field.
Experience (yrs.)	2	Experience in administrative support services, preferably executive level support in a university setting.

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

Requires ability to communicate effectively both orally and in writing, and to build and manage relationships Board of Trustees staff and members.

Demonstrated proficiency in grammar, editing and proofreading.

Excellent interpersonal skills required including the ability to maintain strict confidentiality and demonstrate discretion in communications with others.

Knowledge of higher education operations and administrative functions.

Knowledge of computer applications such as Microsoft Word, Excel and Powerpoint.

Ability to maintain confidential information with significant discretion.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

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Date: 4/13/2021

