



JOB INFORMATION

Job Code	DB50
Job Description Title	Exec Asst, Research
Pay Grade	AS11
Range Minimum	\$48,240
33rd %	\$59,490
Range Midpoint	\$65,120
67th %	\$70,750
Range Maximum	\$82,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/18/2022

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Operations

JOB SUMMARY

Provides executive-level administrative support to the Vice President for Research and Economic Development (VPRED). Under general supervision, this position works independently on special projects; makes complicatedly travel arrangements, and prepares travel reimbursements; provides assistance in the administration of the main office; exercises discretion and deals with information of a sensitive and confidential nature. Coordinates complex meetings, receptions, and other events for the VPRED, and the division; collaborates and deals with Office of the Vice President for Research and Economic Development (OVPRED) committees. Exercises discretion and routinely deals with information of a sensitive and confidential nature.

RESPONSIBILITIES

- Assists the Vice President for Research and Economic Development for all meetings, maintains files, calendars, and confidential information. Coordinates and maintains the Vice President for Research and Economic Development's calendar and schedules and resolves scheduling conflicts. Plans and coordinates meetings with different groups, committees and individuals: receptions, and other events consisting of determining date, location, menu, caterer, assistance in guest list, creation/sending invitations and maintaining head count, set up, and ordering whatever is needed for the event(s).
- Screens phone calls, visitors, and correspondence for the VPRED, and subsequently forwards it to the appropriate unit and/or person. Retrieves and disseminates information to a wide variety of internal and external stakeholders. Handles both confidential and non-routine information.
- Compiles information and prepares reports and drafts original and routine correspondence; agendas, etc.
- Assists with the Associate Vice President for Research' calendar and scheduling. Prepares complicated travel arrangements and travel reimbursements. Coordinates complicated travel arrangements for the OVPRED as well as travel reimbursements.
- Interacts with Auburn University officials and special interest groups and maintains positive relationships throughout Auburn.
- Serves as payroll processing backup for the division. Serves as the Human Resources Liaison backup. Assists the Business Manager posting jobs and processing searches.
- Provides financial assistance to the Undergraduate Research Program, which consists of project funds disbursements and project funds retrieval at the end of the program year.
- Serves as the Campus Community Emergency Response Teams (CERT) representative for the OVPRED. Assists with the Faculty Staff Campaign; and any other university activities needing a representative from the OVPRED.
- May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Some college; vocational or Associate's Degree	No specific discipline.	And	5 years of	Experience in administrative support services.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of general office practices, knowledge of basic math, and University 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.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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