
Auburn University Job Description

Job Title: **Exec Asst, AL Cooperative Extension System**

Job Family: No Family

Job Code: **DB56**

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

FLSA status: Exempt

Job Summary

Provides executive level administrative support for the Alabama Cooperative Extension System (ACES). Under general supervision by the ACES Director, the Executive Assistant of Alabama Cooperative Extension System manages office operations, develops documents both internal and external to ACES including, but not limited to, county, state, and federal partners, external stakeholder groups, and ACES auxiliary units (AL 4-H Center, AL 4-H Foundation, County Offices, and the Graham Farm and Nature Center). This position works independently on ongoing and special projects, exercises discretion, and deals with information on a sensitive and confidential nature.

Essential Functions

1. Assists the Director of the Alabama Cooperative Extension System (ACES) for all meetings, maintains files, calendars, and confidential information. Coordinates and maintains the Director'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 dates, location, menu, set up, and ordering whatever is needed for the event(s). Records and transcribes minutes of meetings for record as needed.
 2. Assists with the Director's calendar and scheduling. Coordinates complicated travel arrangements and reimbursement requests for the Associate Director(s) and other members of the leadership team(s) as requested.
 3. Compiles information and prepares reports/presentations and drafts routine correspondence, agendas, etc.
 4. Assists with the Director's calendar and scheduling. Prepares complicated travel assignments and reimbursements. Coordinates complicated travel arrangements for the Associate Director(s) and the Assistant Director of Program Development and Grants as well as travel arrangements/reimbursements.
 5. Interacts with Auburn University and Alabama A&M University (AAMU) officials and special groups and maintains positive relationships throughout Auburn University and AAMU.
 6. Serves as the Directors liaison in supporting the ACES Disaster/Emergency Preparedness Response/Recovery/Relief Teams statewide. This function serves as a conduit to other county, state and federal partners (County officials, state entities such as ADEM, and federal agencies such as USDA).
 7. Serves as the backup to the administrative support functions for all Assistant Directors for County Operations (seven regions).
 8. Coordinates meetings specific to ACES for both campuses by working with staff on both campuses for scheduling, reserving meeting rooms, recording and transcribing minutes for record, and assisting in other administrative functions (document preparation and review, presentation preparation, spreadsheets, etc.).
 9. Assists the Director in meeting preparation specific to Southern Region Workgroups, Southern Region Program Leadership Network, and other leadership events throughout the year.
 10. Serves as the AU United Way lead for all of ACES statewide.
-

Auburn University Job Description

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Associate's Degree	No specific discipline. Bachelor's degree preferred.
Experience (yrs.)	5	Experience as an administrative assistant with progressively increasing levels of responsibility and accountability. Experience working with Extension programs is preferred.

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

Advanced knowledge of modern office practices, procedures, and equipment.

Excellent communication and customer service skills.

Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy.

Excellent leadership skills including the ability to lead and provide direction.

Excellent organizational and time management skills.

Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.

Strong familiarity with Extension work.

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.

Ability to see information in print and/or electronically.

Date: 5/26/2023
