



JOB INFORMATION

Job Code	EA68
Job Description Title	Exec Vice President
Pay Grade	ASUC
Range Minimum	\$0
33rd %	\$0
Range Midpoint	\$0
67th %	\$0
Range Maximum	\$0
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/24/2019

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	

JOB SUMMARY

Reporting to the President, the Executive Vice President provides exemplary leadership and performance accountability through the alignment and execution of Auburn University's strategic goals and objectives. The Executive Vice President advises the President on matters related to the overall direction, management, and effective administrative operations of managed oversight in support of its mission, strategic plan, core values and vision.

RESPONSIBILITIES

- Attends to and oversees the daily functions of the President's office.
- Oversees and coordinates the fiscal functions of the University. Manages departmental planning and budgeting; enhances operational effectiveness through thorough attention to detail and execution.
- Responsible for the administration, coordination, development, and implementation of policies, procedures, systems, and budgets that promote the mission, vision and culture of Auburn University. Assists in creating policies and procedures and assures compliance.
- Directly supervises the Vice President for Alumni, Development, and University Relations and coordinates and facilitates the efforts and requirements of the comprehensive area.
- Oversees and facilitates the departments reporting directly to the President's office.
- Works with the President and senior colleagues to develop and deliver the University's strategy, exercising overall responsibility for the achievement of specific strategic priorities and associated actions as directed by the President.
- Serves as a designated supervisor and provides leadership too subordinate personnel in accordance with sound leadership principles and university personnel policies, procedures, and guidelines.
- Performs other collateral tasks and duties and assignments as assigned.

SUPERVISORY RESPONSIBILITIES

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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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
Master's Degree	Not Specified.	And	8 years of	Experience working in higher education in a leadership position of director or above. Proven experience in senior management and administration

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of modern and complex practices associated to performance accountability within a higher education institution.

Knowledge of the development of key processes for the purpose of increasing operational efficiencies and ensuring high-level service.

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Healthcare & Safety

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		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures			X		
Hazards			X		
Wet and/or humid			X		
Noise			X		
Chemical			X		
Dusts			X		
Poor ventilation			X		

Vision Requirements:

Ability to see information in print and/or electronically.