
Auburn University Job Description

Job Title:	OADSS Admin Officer	Job Family:	No Family
Job Code:	EA78	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

Job Summary

Coordinates and oversees the business operations of the Office of Alumni and Development Support Services (OADSS).

Essential Functions

1. Provides oversight of the day-to-day administrative/business functions of the department.
2. Assists in the development of the annual budget, as well as monitoring, tracking, and reconciling all budget and financial expenditures.
3. Provides a high level of user support to clients by establishing and maintaining working relationships.
4. Coordinates and interacts with vendors to secure necessary materials and services.
5. Provides leadership and coordination for various projects involving the department to include, but not limited to, tracking, monitoring, and evaluating progress to ensure project deadlines are met.
6. Analyzes the business needs of OADSS and implements solutions that best serve the department and its clients.
7. May serve on various committees as a representative of OADSS.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 Administration or related field.
Experience (yrs.)	6	Experience in budgeting, financial, administrative and client support services.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of business operations, budgeting practices, project management, and higher education 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 50 pounds.

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

Date: 1/11/2012
