
Auburn University Job Description

Job Title:	Asst to President, Communications	Job Family:	No Family
Job Code:	EC06	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

Job Summary

The Assistant to the President for Communications is responsible for composing and/or editing speeches for the President. Additionally, this position will prepare statements and responses, letters, memoranda, invitations, and other items of correspondence and communications for the President, often of a complex nature.

Essential Functions

1. Assists the President in preparing addresses, introductions, letters, and other written material at the highest level of quality; this process includes research, rigorous fact-checking, writing, editing and consultation with a wide range of offices and individuals both inside and outside the University. Examples include commencement speeches, Board of Trustees presentations, etc.
2. Manages deadlines and project flow for Presidential communications, including setting internal deadlines as necessary to ensure appropriate time is allocated for writing, editing and review in advance of publication/distribution. Works closely with colleagues in the Office of the President to see written projects through to completion.
3. Conducts research or assembles material for the President and others in connection with speaking engagements, events, strategic initiatives, or other activities.
4. In partnership with colleagues in the Office of the President and across Auburn University, develops communications that appropriately engage and respond to numerous audiences and a variety of stakeholders with diverse perspectives.
5. Provides high-level support to colleagues and offices across campus to help prepare and/or review written material relating to the President, e.g., letters, draft remarks, or presidential quotes.
6. Collaborates productively and effectively with communications professionals and other parties inside and outside the University related to the President's written or spoken words, photos or videos, social media, and events.
7. Works discreetly on sensitive or delicate assignments, exercises sound editorial judgment and maintains the trust and confidence of the President.
8. Ensures the accuracy of all facts and details in speeches, statements, and quotes issued on behalf of the President.

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 Marketing, Communications, Business Administration, or related field.
Experience (yrs.)	8	Experience as a successful writer in a journalistic, speech writing, academic, or other context. Superb writing capabilities, including an ability to write quickly, persuasively, clearly, and in the President's style on a wide variety of subjects related to Auburn University and higher education, at times on tight or unexpected deadlines.

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

Demonstrated aptitude for understanding complex issues and the ability to translate and simplify them for key audiences. High level of integrity, trustworthiness, and respect. Strong research skills and a demonstrated ability to attend carefully to both grammatical and factual details.

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 standing, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 4/13/2018
