

**Admin Support Associate II - Acad
Auburn University**

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Posted Nov. 16, 2020, set to expire Mar. 31, 2021

Job Title	Admin Support Associate II - Acad
Department	Electrical & Computer Engineering
Institution	Auburn University Auburn, Alabama
Date Posted	Nov. 16, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

Job Summary

Provides administrative and general clerical support within an academic department with responsibility for a broad variety of office and project support duties and tasks.

Essential Functions

Essential functions to include, but not limited to:

Performs multiple duties which are a mix of administrative and clerical in nature, which may include, but are not limited to data gathering, data management, correspondence, filing, calendar management, event scheduling, registration, mail distribution, answering the phone, website maintenance, and purchasing/ordering supplies.

Provides budget tracking and monitoring, payroll processing, travel/expense voucher processing, as well as other expenditure processing.

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Advises faculty, staff, and students of standard policies or procedures.

Acts as a liaison to other departments, clients, and students on behalf of manager, director, or department head.

Acts as point of contact for purchasing or vendor/outside agencies.

May perform some administrative duties which may include, but are not limited to budget coordination, human resources administration, recruitment coordination, preparation of reports/documents/presentations, or coordination of complex projects or events.

As an academic position, duties may also include but are not limited to scheduling classrooms, entering course information in to AU student scheduling system, maintaining grades/registration, conducting teaching effectiveness surveys, contacting bookstores concerning textbooks, facilitating departmental presentations, and administrative issues related to student academic or financial status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact