

Executive Assistant/Business Manager, Division
Auburn University

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Posted Nov. 23, 2020, set to expire Apr. 4, 2021

Job Title	Executive Assistant/Business Manager, Division
Department	Assoc Prov & VP for Outreach
Institution	Auburn University Auburn, Alabama
Date Posted	Nov. 23, 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

This posting is reserved for internal candidates only. Auburn University and Auburn University Montgomery employees. This does not include TES or student workers.

This position will assist the Vice President in overseeing the budgetary, financial, purchasing, human resources, facilities, and other management areas, as well as related policy compliance for the Division, its reporting units, and initiatives. The position serves as the primary liaison with the university's central budgetary, finance, human resources, and other offices related to the business administration of the Division. The position also serves as an advocate for the outreach mission by working with central administrators, deans, faculty, directors of outreach units, and others and for the business administration of projects within the Office of the Vice President for University Outreach.

Essential Functions

- Provide professional budgeting and managerial expertise for the Division including human resources,

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purchasing, space allocation/facility management, grants, and special initiatives.

- Manage the financial affairs and business operations and related policy compliance for the Division by monitoring expenditures and revenue streams and advising the Vice President on financial matters.
- Coordinate human resources and staffing activities and related policy compliance for the Division.
- Serve as the primary unit liaison to the central budget, financial and human resources offices.
- Provide guidance to the reporting unit directors regarding budget development and fiscal oversight of their departments and/or programs.
- Provide guidance to the reporting unit directors regarding human resource policies and procedures for their departments and/or programs.
- Prepare financial, budgetary, purchasing, staffing, space utilization analyses and reports, make recommendations, and systematically evaluate outreach administrative capacity of the Division.
- Develop office procedures and implement administrative process changes for the Office of the Vice President.
- Manage administrative functions of the Office of the Vice President including audits, budget transfers, payment vouchers, travel reimbursements, payroll, personnel records, etc., and supervise assigned staff.
- Represent the Vice President and the Outreach Division in numerous events, activities, and committee meetings.
- Perform other duties related to the Division of University Outreach as directed.

Contact Information

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

Contact