

Administrative Support Associate I/II - Morgan County  
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=208105>

Downloaded On: Sep. 24, 2023 11:15am

Posted Mar. 30, 2023, set to expire Nov. 1, 2023

<b>Job Title</b>	Administrative Support Associate I/II - Morgan County
<b>Department</b>	Morgan County
<b>Institution</b>	Auburn University Auburn, Alabama
<b>Date Posted</b>	Mar. 30, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.auemployment.com/postings/36622">https://www.auemployment.com/postings/36622</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Job Summary

**This position is located in Hartselle, AL.**

The Administrative Support Associate- ACES/AAES provides services, advice, and assistance for administrative, financial and clerical business plus other services in support of the programs in the Morgan County Extension Office.

**EXTENSION:** The Alabama Cooperative Extension System is the outreach organization for the land grant mission of Alabama A&M University and Auburn University. Its educational programs grow from these two land grant university campuses to serve the people of Alabama. Science-based educational programs are delivered that enable people to improve their quality of life and economic well-being. Information and programs are available online or in person through all 67 County Extension Offices

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and at teaching sites throughout Alabama communities. For more information, please see <https://www.aces.edu/>.

### Essential Functions

#### Work involves:

- General office management and secretarial support;
- Funds management and reporting;
- Publications/printed materials management and distribution;
- Financial transactions (travel payments, payroll, purchase orders, bills) management and processing;
- Equipment/property management and reporting;
- Personnel transaction processing and reporting;
- Events planning and management;
- General clerical/administrative support and assistance for on-going programs.
- Will serve as a member of the County 4-H team and perform other duties as assigned.

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Serves as a member of the office team and may be called upon to perform any of a variety of office tasks to provide assistance and support for program service areas and client groups according to his/her competencies.

Works under general supervision and will occasionally make independent judgment for moderately complex technical matters following generally known policies, procedures and operating systems; and be involved with individuals, groups, programs and the general public in matters requiring excellent interpersonal and communication skills.

Proficiency with computers and software programs including Windows, Microsoft Office, Word, Excel, PowerPoint, Access and other similar programs are essential.

**About Auburn:** Auburn was named by Forbes Magazine as one of the state of Alabama's best employers, with employees staying an average of ten years! Learn more about Auburn's impact, generous employee benefits, and thriving community by visiting [aub.ie/working-for-auburn](http://aub.ie/working-for-auburn).

**Our Commitment:** Auburn University is committed to a diverse and inclusive campus environment. Visit [auburn.edu/inclusion](http://auburn.edu/inclusion) to learn more about our commitment to expanding equity and inclusion for all.  
Minimum Qualifications

**Level I** High school diploma or equivalent plus 2 years of experience in clerical and administrative support services. The salary range for Level I is \$30,400 – \$42,600

**Level II** High school diploma or equivalent plus 4 years of experience in clerical and administrative support services. The salary range for Level II is \$32,700 – \$45,800.

### Minimum Qualifications

#### **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.



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### **Contact Information**

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

### **Contact**

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