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## Auburn University Job Description

Job Title:	<b>Asst AD,Women Olympic Sport</b>	Level I	Grade 36 \$58,500 - \$97,600
Job Code:	<b>BA06*</b>	Level II	Grade 37 \$67,300 - \$112,100
FLSA status:	Exempt		

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### Job Summary

Oversees Women's Olympic Sports Programs while serving on the Athletic Department's senior leadership team and overseeing the Sports Medicine department.

### Essential Functions

1. Responsible for the complete oversight of the Women's Olympic Sports Program to include managing and coordinating of programs and events.
2. Serves on the Athletic Department senior leadership team that includes making all departmental decisions concerning personnel, sports, and facilities.
3. Oversees the Sports Medicine Department and makes management decisions concerning department business, personnel concerns, and facilities.
4. Maintains strong and professional relationships with coaches and support personnel for assigned programs and sports.
5. Responsible for submitting all NCAA forms that affect the sports with oversight.
6. Aids in managing financial aid and scholarship information.
7. Serves as point person in bidding procedures for NCAA events involving women's athletics.
8. Serves as a Title IX officer of the athletic department.
9. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position plus 5 years of experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to staff and coaches.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields	Bachelors degree in discipline appropriate to position plus 7 years of experience. Experience must include 2 years of experience at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

**Level I** Bachelors degree in discipline appropriate to position plus 5 years of experience.

**Level II** Bachelors degree in discipline appropriate to position plus 7 years of experience. Experience must include 2 years of experience at the preceding level or equivalent.

#### **Focus of Education**

Degree in Management, Business Administration, Sports Administration, or related field

#### **Focus of Experience**

Experience in higher education athletic administration and media relations, public relations, and/or communications services

#### **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**

Knowledge of National Collegiate Athletic Association (NCAA) compliance, public relations principles, and sports.

#### **Certification or Licensure Requirements:**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.

Date: 2/26/2009

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