
Auburn University Job Description

Job Title: **Dir, Athletics Events**

Job Family: No Family

Job Code: **BA12**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Performs professional level duties related to athletic events operations.

Essential Functions

1. Develops and implements event management plans for Athletic events.
2. Coordinates security with Division of Public Safety and Crowd Management Services.
3. Coordinates arrival plans and various needs with visiting teams and officials.
4. Oversees game day parking for athletic events.
5. Recruits and supervises event management staff for Olympic sports as well as interns and student workers.
6. Implements a customer service and vendor program to enhance game days.
7. Oversees credentialing for athletic events.
8. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 Management, Sports Administration, or related field
Experience (yrs.)	5	Experience in the coordination and or planning of athletic event operations

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

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.

Minimum Required Knowledge

Knowledge of Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations as they relate to event management, budget principle and analysis; event management.

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.

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

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 11/10/2010
