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## Auburn University Job Description

Job Title:	<b>Exec Assoc Ath Director</b>	Job Family:	No Family
Job Code:	<b>BA14</b>	Grade 41:	\$120,200 - \$200,300
FLSA status:	Exempt		

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### Job Summary

Provides senior level management and leadership for all aspects of development for the Athletic department and for directing event operations, facilities, administrative services, ticket sales, and the athletics' marketing department and serves in a lead role on strategic and operational issues.

### Essential Functions

1. Directs on-going programs and activities in subordinate functional areas.
2. Provides guidance and recommendations to upper level management in subordinate function areas concerning operations issues such as budgeting, personnel, coordinating, and planning.
3. Provides advice and counsel to the Director of Athletics on strategic and operational issues.
4. In the absence of the Director of Athletics assumes, with appropriate authority, the management responsibility of the Athletics Department.
5. Creates a comprehensive approach to all development related activities to include scholarship priority programs and major giving.
6. Plans, organizes, and directs fund raising efforts and sales programs for the Athletic Department including (but not limited to) ticket sales.
7. Assists University-wide alumni and development fund raising activities to include making club appearances and assisting with public relations programs.
8. Directs all marketing plans and ensures that different areas of marketing are working collaboratively.
9. Oversees the use and maintenance of Athletic Department facilities.
10. Serves as liaison between other units within the athletic department to provide oversight of staff and ensure the needs of the program are met.

### 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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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Management, Business Administration, Sports Administration, or related field
<b>Experience (yrs.)</b>	10	Experience in management and/or program administration within a higher education athletics program

#### 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, audit procedures, accounting principles, and adequate computer skills, AU policies and procedures

#### 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 100 pounds.

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

Date: 1/3/2012

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