
Auburn University Job Description

Job Title: **Sr Assoc AD, Team Support**

Job Family: No Family

Job Code: **BA16***

Grade 40: \$102,500 - \$170,700

FLSA status: Exempt

Job Summary

Directs and oversees all aspects of the men's Olympic sports programs, the women's athletic sports programs, and athletic team support.

Essential Functions

1. Directs and oversees ongoing programs and activities in subordinate functional units.
2. Serves as liaison between other athletic sections to provide oversight of staff members assigned to sports to ensure that the needs of the program are met.
3. Provides guidance and recommendations to upper level management in subordinate functional areas concerning operations issues such as budgeting, coordinating, and planning.
4. Directs and ensures University compliance with all NCAA and SEC rules and regulations governing member institutions plus Auburn University's institutional policies.
5. Provides counsel and guidance to coaches, staff members, and student athletes on NCAA and SEC as well as ad hoc interpretation and counsel to executive staff faculty and others.
6. 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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Management, Business Administration, Sports Administration, or related field
Experience (yrs.)	10	Experience in sports program administration and management and/or coordination of a compliance program that includes interpreting and applying athletic rules and regulations set by NCAA and SEC

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 National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) compliance rules and regulations

Certification or Licensure Requirements

National Collegiate Athletic Association (NCAA) Coaches Certification

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, handling objects with hands.

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

Date: 1/5/2012
