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## Auburn University Job Description

Job Title:	<b>Asst AD, Ath Hosp&amp;Spec Evts</b>	Level I	Grade 36 \$59,700 - \$99,600
Job Code:	<b>BA18</b>	Level II	Grade 37 \$68,700 - \$114,500
FLSA status:	Exempt		

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### Job Summary

Directs the daily operations of the Tigers Unlimited Premium Seating program and the Athletics Department's Hospitality programs as well as manages a comprehensive marketing plan for those programs.

### Essential Functions

1. Directs and manages all aspects of the Tigers Unlimited Premium Seating programs and Hospitality program for Auburn University athletics.
2. Develops marketing, sales, and communication plans to promote the vision, mission, goals and achievements of the Tigers Unlimited Premium Seating programs and Hospitality programs.
3. Directs and oversees the logistics for various events and support groups including Donor Dedications, away game receptions, Suite Ambassadors, Sport Specific Donor Days, and Athletic Department receptions.
4. Researches, designs and composes content for dissemination through a variety of mediums, such as internal or external publications, brochures, posters, newsletters, websites, presentations, development/fundraising materials, or press packages to each donor group that is associated with the Tigers Unlimited Premium Seating program.
5. Manages donor programs for assigned sports to include renewals, parking, and ticketing.
6. Creates a program budget, handles invoices, and keeps records.
7. 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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# 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.	Bachelor's 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	Bachelor's 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** Bachelor's degree in discipline appropriate to position plus 5 years of experience.
- Level II** Bachelor's 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 Communications, Marketing, Hospitality, Management, Sports Management or related field

#### Focus of Experience

Experience in event planning, public relations, coordinating marketing communications programs, and/or sports administration

#### **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.

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

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 7/2/2012

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