
Auburn University Job Description

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| Job Title: | Asst AD, Women Sports Admin | Level I | Grade 36 \$58,500 - \$97,600 |
| Job Code: | BA20* | Level II | Grade 37 \$67,300 - \$112,100 |
| FLSA status: | Exempt | | |

Job Summary

Responsible for overseeing and coordinating women's athletic sports programs.

Essential Functions

1. Responsible for overseeing on-going programs and activities within women's sports to include subordinate functional units.
2. Serves as the liaison between other athletic departments 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. 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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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 sports management and/or sports program administration

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 Auburn, Southeastern Conference (SEC), and National Collegiate Athletic Association (NCAA) rules and regulations for intercollegiate women's sports programs; sports management events, budget planning, implementation and analysis.

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.

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, 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.

Date: 2/26/2009
