
Auburn University Job Description

Job Title:	Exec Assoc AD/Sr Womens Admin	Job Family:	No Family
Job Code:	BA29	Grade 41:	\$120,200 - \$200,300
FLSA status:	Exempt		

Job Summary

Provides senior level management and leadership for all aspects of the women's athletic sports program to include basketball, softball, soccer, swimming, diving, gymnastics, volleyball, tennis, and equestrian.

Essential Functions

1. Directs the on-going programs and activities within women's Olympic Sports through managing , planning, controlling, coordinating, negotiating, evaluating, counseling, advising, and budgeting of programs and staff.
2. Provides administrative oversight of sports medicine, nutrition, and the wellness kitchen to ensure the dining program is meeting expectations set forth by the administration and coaches.
3. Provides oversight of the recruiting services coordinator in support of all Olympic sports programs including ensuring plans are followed that will assist coaching staffs in attracting the best prospects for Auburn University.
4. Directs and supervises subordinate personnel in accordance with sound leadership principles and University personnel policies, procedures, and guidelines.
5. Provides oversight of staff members assigned to sports to ensure that the needs of the program are met.
6. Provides guidance and recommendations to upper level management in subordinate functional areas concerning operations issues such as budgeting, coordinating, and planning.
7. Serves as the Title IX coordinator ensuring that the day-to-day responsibilities associated with this program are followed.
8. Represents the Athletic Department on NCAA, SEC Senior Women's Administrator Groups, Auburn University Committee on Intercollegiate Athletics, and other external committees and groups as assigned.
9. 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 administration and management and/or coordination of team sports

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 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 standing, walking, reaching, talking, hearing, .

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date: 8/19/2014
