
Auburn University Job Description

Job Title:	Asst AD,Internal Operations	Level I	Grade 36 \$58,500 - \$97,600
Job Code:	BA31*	Level II	Grade 37 \$67,300 - \$112,100
FLSA status:	Exempt		

Job Summary

Assists in directing a variety of internal operations for the University's Athletic Department.

Essential Functions

1. Provides direction and guidance to the Department's coaches regarding team related administrative issues, including student-athlete employment, behavior/disciplinary issues/actions, and contact between student-athletes and agents.
2. Directs the student-athlete employment program; ensures employers are knowledgeable of and adhere to NCAA regulations and Department policies and procedures regarding the employment of student-athletes.
3. Represents the Department on the Alabama Athletic Agent Commission; fosters relationships, provides guidance, and communicates with student-athletes, parents, advisors, and agents with regard to contact between agents and student-athletes.
4. Directs the Department's sporting events complimentary admissions program; oversees game-day customer service initiatives.
5. Administers the Department's summer camp sports program; ensures adherence to established rules and regulations.
6. Assists in the formulation and monitoring of Department budgets; monitors budgets during the year to ensure adherence to established limits.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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.

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.	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.

Auburn University Job Description

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 Sports Administration, Business Administration, Management or a related field.

Focus of Experience

Experience in administering athletics programs at the Division I-A level and administering compliance programs that include interpreting and applying 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) rules and regulations; personnel management and budget planning.

Certification or Licensure Requirements:

None Required.

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.

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 talking, hearing, handling objects with hands,

Job occasionally requires standing, walking, 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: 2/26/2009
