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## Auburn University Job Description

Job Title:	<b>Asst AD, Admin Operations</b>	Level I	Grade 36 \$59,700 - \$99,600
Job Code:	<b>BA32</b>	Level II	Grade 37 \$68,700 - \$114,500
FLSA status:	Exempt		

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### Job Summary

Directs and oversees special events, projects, and other assignments assigned by the Athletics Director.

### Essential Functions

1. Provides direction and guidance to the office staff by overseeing and managing the daily operations of the office.
2. Directs and coordinates Athletic Department events that include but are not limited to employee and student-athlete tailgates, athletic alumni reunions, and special events that may include Athletic department staff and retirees, Auburn University administrators, alumni, donors, bowl representatives, Tigers Unlimited Board members and distinguished guests.
3. Responsible for formulating, preparing, monitoring and maintaining the budget for the Athletics Director's office.
4. May represent the Athletics Director's office at meetings and serves on committees.
5. Serves as a communication resource and provides information to the Athletics Director and the Athletics Department.
6. Administers other projects as assigned by the Athletics Director and assists senior administration with assignments, as needed.
7. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### 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.*

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

#### Focus of Experience

Experience in planning of athletic event operations, public relations 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.

#### 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.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 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: 11/10/2010

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