
Auburn University Job Description

Job Title: **Assoc AD, Women Olympic Sports**

Job Family: No Family

Job Code: **BA36**

Grade 38 \$77,300 - \$129,000

FLSA status: Exempt

Job Summary

Directs and has primary responsibility for the direction, coordination, and overall results of the Women's Olympic Sports Programs while serving on the Athletic Department's senior leadership team and overseeing the Sports Medicine department.

Essential Functions

1. Directs and has complete oversight of the Women's Olympic Sports Program to include managing and coordinating of programs and events.
2. Serves on the Athletic Department senior leadership team that includes making all departmental decisions concerning personnel, sports, and facilities.
3. Oversees the Sports Medicine Department and makes management decisions concerning department business, personnel concerns, and facilities.
4. Maintains strong and professional relationships with coaches and support personnel for assigned programs and sports.
5. Responsible for reviewing and submitting all NCAA forms that affect the sports with oversight.
6. Aids in managing financial aid and scholarship information.
7. Serves as point person in bidding procedures for NCAA events involving women's athletics.
8. Serves as a Title IX officer of the athletic department.
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.)	8	Experience in higher education athletic administration and media relations, public relations, and/or communications services

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 National Collegiate Athletic Association (NCAA) compliance, public relations principles, and sports.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; travel or other inconveniences have advance notice; 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, should have depth perception and the ability to distinguish colors.

Date: 2/26/2009
