
Auburn University Job Description

Job Title: **Assoc AD, Internal Operations**

Job Family: No Family

Job Code: **BA42**

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

FLSA status: Exempt

Job Summary

Directs and has primary responsibility for the direction, coordination, and overall results of 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 Department heads 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.

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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 Sports Administration, Business Administration, Management or a related field.
Experience (yrs.)	8	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; travel or irregular hours often anticipated; 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
