
Auburn University Job Description

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

Job Family: No Family

Job Code: **BA43**

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

FLSA status: Exempt

Job Summary

Directs and has primary responsibility for the direction, coordination, and overall results of 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. Serves as the primary representative to 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.

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, Education or a related field.
Experience (yrs.)	8	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.

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: 2/26/2009
