Auburn University Job Description

Job Title:  Dir, Recruiting Services  
Job Code:  BA49*  
FLSA status:  Exempt  

Job Summary

Oversees the recruitment process of prospective student-athletes for Auburn University's varsity sports.

Essential Functions

1. Innovates ideas and concepts in recruiting to make Auburn University Athletics' a leader in this area by attracting the attention of the nation's best prospective student-athletes.
2. Analyzes the current recruiting methods being utilized by Auburn Athletics' varsity sports and recommends changes to enhance and improve these efforts.
3. Assists coaching staffs in planning and arranging recruiting related visits, phone calls, and correspondence with recruits; all designed to maximize and enhance Auburn's message to prospective student-athletes.
4. Provides direction and guidance to the office staff by overseeing and managing the daily operations of the office.
5. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.

Job Family:  No Family  
Grade 35:  $51,900 - $86,400
# Auburn University Job Description

## Minimum Required Education and Experience

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<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<td>Four-year college degree</td>
<td>Degree in Sports Administration, Business Administration, Management or a related field.</td>
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Experience (yrs.) 5  
Experience in working with coaches, prospective student-athletes and their families

**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; recruiting techniques and personnel management.

**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.

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 standing, walking, sitting, talking, hearing.

Job occasionally requires reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/15/2011