
Auburn University Job Description

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

Job Family: No Family

Job Code: **BA68**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

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 preparing, monitoring and maintaining the budget for the Athletics Director's office.
4. Supervises the event staff for all development, scholarship, and donor events.
5. Prepares all administrative and coaching contracts for athletics.
6. May represent the Athletics Director's office at meetings and serves on committees.
7. Serves as a communication resource and provides information to the Athletics Director and the Athletics Department.
8. Administers other projects as assigned by the Athletics Director and assists senior administration with assignments, as needed.
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 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.

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 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: 8/19/2014
