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## Auburn University Job Description

Job Title:	<b>Dir, Ath Operations Tier I</b>	Job Family:	No Family
Job Code:	<b>BA76</b>	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

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### Job Summary

Responsible for the management and administrative duties of an Auburn University Athletic team under the direction of the head coach. Tier 1 athletic teams are indicated as Football, Baseball, Men's Basketball, and Women's Basketball.

### Essential Functions

1. Organizes the logistics of travel to include but not limited to, arranging hotel reservations, coordinating room assignments, ordering meals, negotiating contracts with vendors, and coordinating other services.
2. Responsible for the oversight and maintenance of the budget associated with sport and team. Prepares financial reports and analysis for all major spending, prepares long-term projections and forecasts for team.
3. Coordinates schedules of individual workouts, practices, and weightlifting/condition sessions to ensure times do not conflict with class schedules, tutoring, study hall appointments, and other student athlete requirements.
4. Coordinates opponent practice times when needed on campus.
5. Assists coaches with recruiting duties such as compiling and maintaining recruiting database and software. Plans and coordinates all recruiting visits to Auburn University and the athletic complex.
6. Records and monitors academic progress of student athletes. Coordinates scholarship paperwork, prepares academic letters, mailing lists, and National Letter of Intent.
7. Serves as liaison to Marketing Department to assist and guide marketing plan for sport including but not limited to. media guides, posters, and schedules.
8. Prepares corresponding vouchers and paperwork needed for completion of tasks.
9. Serves as primary contact for updates and changes for team schedule and sport.
10. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>
<b>Education</b>	Four-year college degree	No specific discipline
<b>Experience (yrs.)</b>	2	Experience in athletic programs, business, management, communications, event management or coaching role.

#### **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 Intercollegiate Athletic Programs, NCAA and SEC regulations; logistical operations, effective communication, and budget principles and practices; event planning, coordination and calendar management.

#### **Certification or Licensure Requirements**

Driver's License Required.

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### 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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, talking, hearing,

Job occasionally requires handling objects with hands, and lifting up to 10 pounds.

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

Date: 1/11/2017

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