
Auburn University Job Description

Job Title: **Assoc AD, Administration**

Job Family: No Family

Job Code: **BA81**

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

FLSA status: Exempt

Job Summary

Reporting to the Chief Operating Officer, Athletics, provides project management support for Auburn University Athletics strategic priorities and initiatives as outlined by Athletics' administration.

Essential Functions

1. Provides executive level management support for the strategic priorities for Auburn Athletics.
2. Assists in the implementation and execution of the Auburn University's Athletic Department programs and policies.
3. Assists with the management and administration of sports.
4. Assists in the formulation and management of the budget for the Athletic Department, including but not limited to monitoring of expenditures and allocations.
5. Ensures and complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
6. May perform other duties as assigned.

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.

Auburn University Job Description

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, Finance, or relevant field.
Experience (yrs.)	8	Experience in collegiate level athletic administration in an operational or administrative management 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 National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations, knowledge of athletic administration operations and management.

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 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, handling objects with hands,

Job occasionally requires 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: 5/22/2018

Auburn University Job Description
