
Auburn University Job Description

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

Job Family: No Family

Job Code: **BA82**

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

FLSA status: Exempt

Job Summary

Reporting to the Athletic Director, directs and manages the revenue generating and external functions of the Auburn University Athletic Department.

Essential Functions

1. Manages the strategic direction, oversight, and coordination of external athletics department functions.
2. Oversees and directs data analytics for the department.
3. Leads efforts for community outreach, fan engagement, and external operations initiatives.
4. Works closely with Auburn Sports Properties and serves as a liaison for external operations and Tigers Unlimited.
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

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, Finance, Communication, or relevant field.
Experience (yrs.)	8	Experience in an operational or administrative management role in regards to external operations, development, or public relations. Experience in collegiate level athletic administration preferred.

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: 6/12/2018

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