
Auburn University Job Description

Job Title: **Sr. Assoc AD, Student-Ath Exp**

Job Family: No Family

Job Code: **BA83**

Grade 40: \$104,500 - \$174,200

FLSA status: Exempt

Job Summary

Reporting to the Athletic Director, directs, oversees, and implements strategic standards for Student Athletes Support Services, sports administration, student athlete programs, and initiatives for Auburn University Athletic Department.

Essential Functions

1. Oversees and directs the administration of Student Athlete Support Services.
2. Oversees and directs the administration of a portion of Athletic Department's sports units.
3. Develops, oversees, and implements the strategy of student athlete programs.
4. Oversees and directs the administration of the Athletics Department's student athlete wellness programs, including but not limited to Sports Medicine, Nutrition, and Wellness.
5. Oversees and directs the administration of the department's inclusion initiatives to enhance diversity and inclusion for the Athletic Department.
6. Oversees and directs the administration of the department's budget and expenditures.
7. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
8. 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 Business, Management, Sports Administration, or relevant field. Master's degree preferred.
Experience (yrs.)	10	Experience in an operational or administrative management role including areas of strategic planning and general business operations. 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), Southeastern Conference (SEC), and Auburn University rules, regulations, policies, and procedures.

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

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 6/27/2018
