Auburn University Job Description

Job Title: Coord, Athletic Programs
Job Code: BB09*
FLSA status: Exempt
Job Family: No Family
Grade 35: $51,900 - $86,400

Job Summary
Coordinates and administers Auburn University sports programming.

Essential Functions
1. Coordinates student athlete activities related to administrative issues to include NCAA affidavits, SEC eligibility forms, preparation and monitoring of NCAA squad lists, and ensuring other records/activities conform to NCAA and SEC rules.
2. Coordinates and budgets travel arrangements including security, lodging, and transportation.
3. Develops and maintains scholarship lists and budgets to include providing scholarship information to the Bursar.
4. Plans and implements special projects such as College Hall of Fame, Tiger Trail, team reunions, and Alabama Sports Hall of Fame.
5. Completes and assists others in completing NCAA and SEC forms and records.
6. Provides assistance to others on issues related to NCAA and SEC rules and regulations.
7. Promotes Auburn University and the Athletics Department through speaking engagements with Alumni, civic organizations and other sports related individuals and groups.
8. 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

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Communications, Business, Public Relations or related</td>
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<tr>
<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in athletic administration and public relations</td>
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</tbody>
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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 Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations.

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 50 pounds.

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

Date: 11/10/2010