
Auburn University Job Description

Job Title:	Exec Asst, Athletic Director	Job Family:	No Family
Job Code:	DB28	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Provides varied high-level administrative support and serves as assistant to the Director of Athletics in the day-to-day operations of the Athletic Department.

Essential Functions

1. Serves as the liaison between the Director's office and the Athletic Department as well as other campus departments and outside agencies with regard to Athletic Department administrative issues.
2. Manages and maintains the Athletic Director's schedules; makes travel arrangements; oversees administrative functions of the Director's office.
3. Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution; drafts original and routine correspondence for the Director's signature and has signature authority where appropriate.
4. Provides information about and interpretation of AU, SEC, or NCAA policies, administrative systems, and procedures to Athletic Department staff.
5. Prepares invoices, reports, correspondence and other documents for AU, SEC, and NCAA; monitors reporting deadlines for the Athletic Department to ensure timely responses.
6. Advocates for and contributes to Athletic Department programs, goals, and objectives regarding economy, quality, and customer and donor satisfaction.
7. Performs general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
8. Assists other Athletic Department administrative office staff as needed; performs special duties as requested; may supervise subordinate office staff, coordinates Athletic Department activities, events, and work schedules; and monitors and evaluates office production.
9. 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>
Education	High School	High School diploma or equivalent.
Experience (yrs.)	8	Experience in complex administrative support services and working with confidential information and in situations that require diplomatic interpersonal skills.

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

Advanced knowledge of modern office practices, procedures, and equipment.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, 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: 11/11/2010
