

## JOB INFORMATION

|                                                          |                                        |
|----------------------------------------------------------|----------------------------------------|
| Job Code                                                 | BA83                                   |
| Job Description Title                                    | Sr. Assoc AD, Student-Ath Exp          |
| Pay Grade                                                | AT14                                   |
| Range Minimum                                            | \$152,250                              |
| 33rd %                                                   | \$203,000                              |
| Range Midpoint                                           | \$228,370                              |
| 67th %                                                   | \$253,750                              |
| Range Maximum                                            | \$304,500                              |
| Exemption Status                                         | Exempt                                 |
| Organizational use restricted to the following divisions | 130 Director Intercollegiate Athletics |
| Approved Date:                                           | 11/22/2019 12:34:50 PM                 |
| Legacy Date Last Edited                                  | 6/27/2018                              |

## JOB FAMILY AND FUNCTION

|               |                          |
|---------------|--------------------------|
| Job Family:   | Athletics                |
| Job Function: | Athletics Administration |

## 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.

## RESPONSIBILITIES

- Oversees and directs the administration of Student Athlete Support Services.
- Oversees and directs the administration of a portion of Athletic Department's sports units.
- Develops, oversees, and implements the strategy of student athlete programs.
- Oversees and directs the administration of the Athletics Department's student athlete wellness programs, including but not limited to Sports Medicine, Nutrition, and Wellness.
- Oversees and directs the administration of the department's inclusion initiatives to enhance diversity and inclusion for the Athletic Department.
- Oversees and directs the administration of the department's budget and expenditures.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                         |
|----------------------------|---------------------------------------------------------|
| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
|----------------------------|---------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education                                                                                   |     | Years of Experience | Focus of Experience                                                                                                                                                                                      |  |
|-------------------|------------------------------------------------------------------------------------------------------|-----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Bachelor's Degree | Degree in Business, Management, Sports Administration, or relevant field. Master's degree preferred. | and | 10 years of         | Experience in an operational or administrative management role including areas of strategic planning and general business operations. Experience in collegiate level athletics administration preferred. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC), and Auburn University rules, regulations, policies, and procedures.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        | X            |            |            |
| Extreme heat           |       |        | X            |            |            |
| Humidity               |       |        | X            |            |            |
| Wet                    |       |        | X            |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Vibration         |       |        | X            |            |            |

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