

## JOB INFORMATION

|                                                          |                                        |
|----------------------------------------------------------|----------------------------------------|
| Job Code                                                 | BB97                                   |
| Job Description Title                                    | Asst AD, Ath Administration Engagement |
| Pay Grade                                                | AT08                                   |
| Range Minimum                                            | \$62,010                               |
| 33rd %                                                   | \$78,550                               |
| Range Midpoint                                           | \$86,820                               |
| 67th %                                                   | \$95,090                               |
| Range Maximum                                            | \$111,620                              |
| Exemption Status                                         | Exempt                                 |
| Organizational use restricted to the following divisions | 130 Director Intercollegiate Athletics |
| Approved Date:                                           | 1/1/1900 12:00:00 AM                   |
| Legacy Date Last Edited                                  | 10/30/2023                             |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Manages various aspects of athletics administration, including hosting special guests, organizing events, managing guest lists, conducting quality control assessments, handling gift inventories, serving as a sport administrator, coordinating athletics tours, maintaining vendor relationships, and overseeing student workers and interns. Responsible for enhancing guest experiences, building relationships, and ensuring compliance with relevant policies and regulations.

## RESPONSIBILITIES

- Serves as the host for special guests of the athletics department, which may include Board of Trustee members, donors, former student-athletes, dignitaries, and other special guests.
- Plans and coordinates routine and special events tailored to create exceptional experiences for our honored guests, ensuring that the athletics department consistently delivers seamless and extraordinary encounters.
- Identifies, selects, and maintains an ongoing list of employees, student-athletes, student workers, and other university and community constituents for athletics administration to host.
- Organizes and executes a wide range of events for employees, student-athletes, student workers, and other stakeholders, aiming to recognize accomplishments and contributions and fostering a sense of achievement within the athletics department.
- Performs routine quality control assessments during athletics competitions and special events. Identifies areas for enhancement and actively participates in collaborative efforts to enhance the overall experience for fans and student-athletes.
- Conducts routine quality control evaluations for athletics facilities, identifying potential areas for improvement in fan experience, employee engagement, and the overall experience of student-athletes. Collaborate to devise strategies for enhancement.
- Selects, identifies, and maintains an inventory of gifts or tokens of appreciation for special guests while adhering to budgetary constraints.
- Serves as sport administrator for one or more of the Department's 21 sports programs. Works directly with the coaching staff in advocating for needs, resolving issues, ensuring compliance, and serving as liaison to the Athletic Director's office. Attends sporting events and advocates and supports student-athletes.
- Serves as athletics administration's primary point of contact for athletics and campus tours.
- Fosters and maintains relationships with local vendors and restaurants, with an emphasis on Auburn Sports Properties partners, to ensure athletics administration is well-received and actively contributes to the local community.

## RESPONSIBILITIES

- Identifies, selects, and oversees the athletics administration's student workers and interns within the athletics administration, ensuring their effective integration into the department's operations and projects.
- Complies with all applicable National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC) regulations, and University policies and procedures 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 | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

## 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 | No Specific Discipline | 5 years of          | Experience in event planning, event management, athletic administrative support, athletic operations, sports administration, or public relations. Experience in an athletic environment is desired. |

|                                      |     |
|--------------------------------------|-----|
| Substitutions Allowed for Experience | Yes |
|--------------------------------------|-----|

*Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event management and hospitality management, budgeting principles, contract management, Microsoft Office, vendor management, and event protocol and etiquette knowledge.

Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

|                            |                                   |
|----------------------------|-----------------------------------|
| Physical Demands Category: | Office and Administrative Support |
|----------------------------|-----------------------------------|

## 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 temperatures |       | X      |              |            |            |
| Hazards              |       | X      |              |            |            |
| Wet and/or humid     |       | X      |              |            |            |
| Noise                |       |        | X            |            |            |
| Chemical             |       | X      |              |            |            |
| Dusts                |       | X      |              |            |            |
| Poor ventilation     |       | X      |              |            |            |

### Vision Requirements:

Ability to see information in print and/or electronically.