

JOB INFORMATION

Job Code	BA12
Job Description Title	Dir, Game Operations
Pay Grade	AT07
Range Minimum	\$52,710
33rd %	\$65,010
Range Midpoint	\$71,160
67th %	\$77,310
Range Maximum	\$89,610
Exemption Status	Exempt
Approved Date:	2/17/2025 10:23:14 AM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

JOB SUMMARY

Directs and executes the game day operations for designated Auburn University athletic sporting events.

RESPONSIBILITIES

- Serves as the point of contact and liaison for all event management aspects of assigned sports and events. Assigned sports include Soccer, WBB, Softball, & Football Command Post. Performs other duties assigned for sports game day as needs are determined.
- Plans, organizes, and implements procedures to ensure the safety and compliance of athletic event programs for assigned gameday event planning.
- Responsible for assisting with football gameday event responsibilities for concourse and gate operations in addition to other aspects as assigned by event management leadership.
- Oversee the Assistant Director, student worker program & graduate assistants to fully execute duties.
- Executes and ensures proper set-up and breakdown of athletic events following deadlines and safety regulations.
- Ensures assigned athletic events are conducted in accordance with university, local, federal, National Collegiate Athletic Association (NCAA), and Southeastern Conference (SEC) rules and regulations.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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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	with no specific discipline is required. Degree in Sports Management, Event Management, Business Management or related field is desired.	and	3 years of	experience in gameday operations and athletic event management is required. Experience must include previous experience supervising and/or leading others.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Proven ability to communicate clearly & to listen effectively.
Ability to work well within a team environment and comfortable completing tasks independently.
Must be able to work non-traditional hours during events.
Ability to thrive on working in a fast-paced environment with the proven ability to multi-task.
Ability to provide exceptional customer service to clients.

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.