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## Auburn University Job Description

Job Title: **Athletics Director**

Job Family: No Family

Job Code: **BA19**

Unclassified

FLSA status: Exempt

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### Job Summary

Directs the planning, organizing, and resource administration of Auburn University's NCAA Division I Intercollegiate Athletics programs.

### Essential Functions

1. Plans, controls, budgets and directs upper level management for all on-going intercollegiate athletic programs and administrative functional units within the Athletics Department.
2. Ensures that all intercollegiate athletic programs are compliant with NCAA and University regulations.
3. Ensures intercollegiate athletic programs are conducted in a manner to emphasize excellence in athletics and academic achievement.
4. Oversees all athletics facility management, renovation, and utilization for events.
5. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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>
<b>Education</b>	Four-year college degree	Degree in Management, Business Administration, Sports Administration, or related field
<b>Experience (yrs.)</b>	12	Experience in higher education athletics program management

#### 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 CASE guidelines, Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations. Budget planning, implementation and analysis.

#### Certification or Licensure Requirements

None Required.

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### 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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, sitting, reaching, talking, hearing, .

Job occasionally requires walking, handling objects with hands, and lifting up to 10 pounds.

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

Date: 12/15/2011

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