

---

## Auburn University Job Description

Job Title: **Assoc AD, Oper Support Serv**

Job Family: No Family

Job Code: **BA67**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

---

### Job Summary

Performs professional level duties related to the oversight of all athletic events to include support services and operations.

### Essential Functions

1. Plans for coverage and supervision of all major athletic events and supervises all other employees in event/game management.
2. Provides supervision and oversight of all athletic events on campus.
3. Arranges all football travel, hotel accommodations, and meals for the team and staff.
4. Oversees and supervises all parking for assigned sporting events held on campus.
5. Directs and oversees the postseason bowl travel for the athletics department and the president's office.
6. Oversees the athletic department's dealer car program for administration and coaches.
7. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### 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.

*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.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Management, Sports Administration, or related field
<b>Experience (yrs.)</b>	8	Experience in organizing, managing, and/or directing large scale events/projects

#### 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 Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations.

#### 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.

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, walking, sitting, talking, hearing.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 8/19/2014

---