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## Auburn University Job Description

Job Title: **Sr. Assoc AD, Sports Admin**

Job Family: No Family

Job Code: **BA81**

Grade 42: \$138,300 - \$230,500

FLSA status: Exempt

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### Job Summary

Reporting to the Athletic Director, this position serves as a member of the executive staff of Auburn University Athletics Department, primarily responsible for the administration and oversight of all sports administrators, and oversight of sports medicine, sport psychology, sport nutrition, sport performance and sport equipment operations.

### Essential Functions

1. Provides executive level management oversight and supervision for the following units: Sports Medicine, Sport Psychology, Sport Nutrition, Sport Performance, and Sport Equipment Operations.
2. Provides oversight and supervision of all sports administrators; develops process and programs for the evaluation of athletic staff members and coaches, budget management, compensation, and performance management.
3. Coordinates the assessment of each sport and chairs the assessment committee; consults with the Director of Athletics on the status of each sport.
4. Supervises the Auburn Athletic's equipment program and related staff. Oversees the sideline apparel provider relationship.
5. Manages the sports campus programs, camps and clinics, ensuring programs align with university policies and processes. Assists with scheduling of camp venues.
6. Oversees food service operations specific to the Wellness Kitchen and Athletics Concessions with responsibility for budget management, food offerings and service.
7. Directs and supervises direct reports and subordinate personnel in accordance with sound leadership principles and university employee policies, procedures, and guidelines; assesses the performance of all direct reports and employees.
8. Ensures and complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
9. May perform other duties as assigned by supervisor.

### 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.*

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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 Sports Administration, Business Administration, Management, Education, Finance, or relevant field.
<b>Experience (yrs.)</b>	8	Experience in collegiate level athletic administration in an operational or administrative management role.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations, knowledge of athletic administration operations and management.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 2/16/2022

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