

**JOB INFORMATION**

Job Code	BA82
Job Description Title	Assoc AD, External Operations
Pay Grade	AT12
Range Minimum	\$107,390
33rd %	\$139,610
Range Midpoint	\$155,720
67th %	\$171,820
Range Maximum	\$204,040
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	6/12/2018

**JOB FAMILY AND FUNCTION**

Job Family:	Athletics
Job Function:	Athletics Administration

**JOB SUMMARY**

Reporting to the Athletic Director, directs and manages the revenue generating and external functions of the Auburn University Athletic Department.

**RESPONSIBILITIES**

- Manages the strategic direction, oversight, and coordination of external athletics department functions.
- Oversees and directs data analytics for the department.
- Leads efforts for community outreach, fan engagement, and external operations initiatives.
- Works closely with Auburn Sports Properties and serves as a liaison for external operations and Tigers Unlimited.
- Ensures and complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
- May perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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	Degree in Sports Administration, Business Administration, Management, Education, Finance, Communication, or relevant field.	and	8 years of	Experience in an operational or administrative management role in regards to external operations, development, or public relations. Experience in collegiate level athletic administration preferred.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations

Knowledge of athletic administration operations and management.

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## 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		
Hazards			X		
Temperature Change			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.