
Auburn University Job Description

Job Title: **Mgr, Alumni Athlete Experience**

Job Family: No Family

Job Code: **BB22**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Reporting to the Sr. Associate Athletic Director for Student-Athlete Experience, manages and oversees the alumni component of AuburnYou, the student-athlete engagement/experience program for Auburn Athletics, and is responsible for developing and managing the programs intended to serve alumni student-athletes for all sports.

Essential Functions

1. Identifies and cultivates relationships with former student-athletes. Creates and maintains the database for all current and prospective members of AuburnYou.
2. Responsible for the planning of alumni student-athlete events such as Lettermen functions, team reunions, and award recognitions. Plans and hosts student-athlete luncheons including, but not limited to, Friday Football Luncheons and Men's Basketball banquets.
3. Manages and maintains all budgets and financials for the Auburn Football Lettermen Club (AFLC) and A Club. Reports information to executive committee and at board meetings as required.
4. Oversees the Auburn Football Lettermen Club scholarship program and serves as the liaison between the AFLC and the AU Athletic department.
5. Plans and coordinates game day activities for all sports including activities for football lettermen.
6. Assists in the development and management of the internal career network responsible for providing internship and career opportunities to student-athletes.
7. Actively engages Auburn Athletics alumni through events, communication, social media, etc.
8. Performs other duties as assigned by the Sr. Associate Athletic Director for Student-Athlete Experience.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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>
Education	Four-year college degree	Degree in Marketing, Communications, Public Relations, Business Administration, or related field.
Experience (yrs.)	3	Experience in the coordination and administration of student or outreach programs and program management.

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 NCAA and SEC policies, compliance guidelines, and regulations.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands,

Job occasionally requires and lifting more than 100 pounds.

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

Date: 8/21/2018
