
Auburn University Job Description

Job Title: **Executive Deputy Athletics Director** Job Family: No Family
Job Code: **BB93** Unclassified
FLSA status: Exempt

Job Summary

The Executive Deputy Athletics Director assists the Athletics Director with day-to-day administrative operations to include overall leadership, management, and supervision of Auburn Athletics by advising on strategic planning, departmental initiatives, policies and procedures, and staff development. Serves as the primary representative for the Athletics Director, if absent, at national or conference meetings as well as University related functions or events.

Essential Functions

1. Oversees the day-to-day administrative operations of the athletics department and provides leadership as a member of the athletics executive team.
2. Manages the departments ongoing capital projects, including, but not limited to, projecting future needs, planning, and fiscal capabilities.
3. Acts as the department's primary contact for legal affairs and serve as the liaison to General Counsel.
4. Manages personnel, including, but not limited to, employment contracts and overall employment needs and planning.
5. Represents the athletics department in administrative and executive meetings in the absence of the Athletics Director.
6. Serves as the primary administrative liaison for the men's basketball program.
7. Assists the Athletics Director and administrative teams with providing advice and counsel on strategic planning matters affecting the Athletics department.
8. Develops and administers policies and procedures in order to ensure compliance with NCAA and other athletic conference rules, regulations and risk management procedures and protocols to minimize the risk of liability.
9. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
10. Performs other related 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>
Education	Four-year college degree	No Specific Discipline.
Experience (yrs.)	12	Experience in athletics administration or leadership and overseeing internal operations within collegiate athletics.

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 intercollegiate athletic programs, rules and regulations. Knowledge of NCAA rules and regulations regarding compliance issues and Title IX requirements. Excellent computer skills including ability to use software to track moves in management and to learn new systems as needed. Excellent public relations and interpersonal skills. Excellent planning and organizational skills. Excellent communications skills, both oral and written. Ability to speak in public addressing large groups. Strong problem solving skills required; ability to initiate and implement plans to solve problems. Ability to work in a fast-paced environment with changing priorities while promoting collaboration in a team-oriented environment.

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 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.

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

Date: 3/17/2023
