



JOB INFORMATION

Job Code	DB32
Job Description Title	Exec Coord - TUF
Pay Grade	AS10
Range Minimum	\$45,540
33rd %	\$54,650
Range Midpoint	\$59,200
67th %	\$63,750
Range Maximum	\$72,860
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/14/2011

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Operations

JOB SUMMARY

Provides high level professional support to Tigers Unlimited, Tigers Unlimited Foundation Board, and the Athletic Department.

RESPONSIBILITIES

- Provides a variety of professional administrative functions in support of the Athletics Department's human resources activities, football administration, facilities administration, ticketing, and Tigers Unlimited.
- Provides assistance to the Tigers Unlimited Foundation Board of Directors and donors.
- Supervises the administrative functions of the Tigers Unlimited Office to include the supervision of assigned staff and students.
- Coordinates the preparation of the annual budget and reviews and approves the financial documents for processing ensuring that all payments to vendors and employees are made in a timely manner.
- Ensures communication lines are maintained within the department and to other areas of the University.
- Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption of operations and or major harm to university reputation and/or relationships with students, employees, or external
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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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
High School		And	7 years of	Experience in complex administrative support services

Substitutions Allowed for Experience: Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of rules and regulations related to human resource administration and hiring procedures.

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.