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## Auburn University Job Description

Job Title: **Mgr, Ath Event Fac Ops**

Job Family: No Family

Job Code: **NC34**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

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### Job Summary

Manages, plans, and coordinates administrative and support services for daily activities and special events for all assigned Athletic Facilities.

### Essential Functions

1. Plans for special events at university facilities and arranges, schedules, and manages security, administrative and technical support staff/services and labor for major events.
2. Prepares and maintains budget and expense reports for all assigned Athletic Facilities accounts and special events.
3. Prepares and maintains building reservation schedule.
4. Assists in game management for athletic events and supervises special events.
5. Serves on committees representing department.
6. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job 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>
<b>Education</b>	Four-year college degree	Degree in Management, Athletic Administration, or related degree
<b>Experience (yrs.)</b>	3	Experience in event preparation and budgeting

#### 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 Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations as they relate to event operations, math, computer skills, fire and safety codes; and contract guidelines.

#### Certification or Licensure Requirements

None Required.

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

Job occasionally requires sitting, reaching, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 11/11/2010

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