
Auburn University Job Description

Job Title: **Exec Coord - TUF**

Job Family: No Family

Job Code: **DB32**

Grade AS10 \$42,200 - \$67,500

FLSA status: Exempt

Job Summary

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

Essential Functions

1. 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.
2. Provides assistance to the Tigers Unlimited Foundation Board of Directors and donors.
3. Supervises the administrative functions of the Tigers Unlimited Office to include the supervision of assigned staff and students.
4. 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.
5. Ensures communication lines are maintained within the department and to other areas of the University.
6. 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
7. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

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	High School	High School diploma or equivalent.
Experience (yrs.)	7	Experience in complex administrative support services

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

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

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 2/14/2011
