AUBURN
Human Resources

# Asst Dir, Adapted Athletics

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AE56 |
| Job Description Title | Asst Dir, Adapted Athletics |
| Pay Grade | SR11 |
| Range Minimum | $60,320 |
| 33rd % | $74,390 |
| Range Midpoint | $81,430 |
| 67th % | $88,470 |
| Range Maximum | $102,540 |
| Exemption Status | Exempt |
| Approved Date: | 8/13/2024 9:07:35 AM |

## JOB FAMILY AND FUNCTION

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| Job Family: | Student Resources |
| Job Function: | Accessibility |

## JOB SUMMARY

The Assistant Director of Adapted Athletics oversees and coordinates adaptive sports programs, ensuring inclusive participation and competitive opportunities for athletes with disabilities. Promotes equity in athletics, facilitates specialized coaching and event management, and fosters a supportive environment for adaptive athletes to excel and compete at various levels.

## RESPONSIBILITIES

- Oversees all adaptive intercollegiate athletic programs to ensure compliance with governing bodies and University regulations.
- Ensures adaptive intercollegiate athletic programs are conducted in a manner to emphasize excellence in athletics and academic achievement.
- Coaches, recruits, and organizes wheelchair basketball.
- Coordinates annual giving programs such as Tiger Giving Day as well as manage the awards from the scholarship endowment.
- Procures apparel and equipment according to university policies and procedures, while adhering to allocated athletics apparel and equipment budgets.
- Organizes summer and other clinics related to adaptive athletics programs that reach out to students and community members with disabilities.
- Oversees all athletics facility management, renovation, and utilization for events.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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

## 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 to 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 | |
|---|---|---|---|---|---|
| Master's Degree | Exercise Science, Therapeutic Recreation, Health Promotion, or related. | and | 3 years of | Experience in managing athletics programs, preferably with a focus on adapted or para-athletics. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Advanced knowledge of coaching adaptive sports teams, understanding the nuances of training and managing athletes with disabilities. | And |
| Organizational skills to plan and execute adaptive sports events, including logistics, scheduling, and participant management. | And |
| Familiarity with the rules and regulations governing adapted athletics, such as those set by Paralympic committees or other relevant bodies. | And |
| Advanced knowledge of building relationships with disability advocacy groups, schools, community centers, and other stakeholders involved in adaptive sports. | And |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Healthcare & Safety |

## 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 temperatures | | | X | | |
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |
| Noise | | | X | | |
| Chemical | X | | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Dusts | | X | | | |
| Poor ventilation | | X | | | |

| **Vision Requirements:** |
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| No special vision requirements. |