AUBURN
Human Resources

Dir, Game Operations

Job Description

JOB INFORMATION

Job Code	BA12
Job Description Title	Dir, Game Operations
Pay Grade	AT07
Range Minimum	$55,920
33rd %	$68,970
Range Midpoint	$75,490
67th %	$82,020
Range Maximum	$95,070
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	2/17/2025 10:23:14 AM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

JOB SUMMARY

Directs and executes the game day operations for designated Auburn University athletic sporting events.

RESPONSIBILITIES

- Serves as the point of contact and liaison for all event management aspects of assigned sports and events. Assigned sports include Soccer, WBB, Softball, FB Command Post. Provides support on sports game day as needed.
- Plans, organizes, and implements procedures to ensure the safety and compliance of athletic event programs for assigned gameday event planning.
- Responsible for assisting with football gameday event responsibilities for concourse and gate operations in addition to other aspects as assigned by event management leadership.
- Oversee the Assistant Director, student worker program & graduate assistants to fully execute duties.
- Executes and ensures proper set-up and breakdown of athletic events following deadlines and safety regulations.
- Ensures assigned athletic events are conducted in accordance with university, local, federal, National Collegiate Athletic Association (NCAA), and Southeastern Conference (SEC) rules and regulations.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

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

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	
Bachelor's Degree	with no specific discipline is required. Degree in Sports Management, Event Management, Business Management or related field is desired.	and	3 years of	experience in gameday operations and athletic event management is required. Experience must include previous experience supervising and/or leading others.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Proven ability to communicate clearly & to listen effectively.	
Ability to work well within a team environment and comfortable completing tasks independently.	
Must be able to work non-traditional hours during events.	
Ability to thrive on working in a fast-paced environment with the proven ability to multi-task.	
Ability to provide execeptional customer service to clients.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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