AUBURN
Human Resources

Deputy AD, Senior Administrator

Job Description

JOB INFORMATION

Job Code	BA29
Job Description Title	Deputy AD, Senior Administrator
Pay Grade	AT15
Range Minimum	$182,700
33rd %	$243,600
Range Midpoint	$274,050
67th %	$304,500
Range Maximum	$365,400
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/2/2023

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

JOB SUMMARY

Reporting to the Athletics Director, the Deputy Athletics Director (AD) of Senior Woman Administrator (SWA) provides senior level management and leadership for all aspects of the female's athletic sports program. Oversees Student Athlete Experience, Name, Image, and Likeness (NIL), the Women Inspiring and Nurturing Greatness in Student Athletes (WINGS) program, camps and clinics, and Diversity, Equity and Inclusion (DEI) strategies to meet expectations set forth by Auburn University and Athletics vision and mission.

RESPONSIBILITIES

- Directs the on-going programs and activities within women's Olympic Sports through managing, planning, controlling, coordinating, negotiating, evaluating, counseling, advising, and budgeting of programs and staff.
- Provides administrative oversight of AuburnYou (Student Athlete Experience), Name, Image, and Likeness (NIL), and the Women Inspiring and Nurturing Greatness in Student Athletes (WINGS) program, and Diversity, Equity and Inclusion (DEI) strategies to meet expectations set forth by Auburn University and Athletics vision and mission.
- Provides oversight of the recruiting services coordinator in support of all Olympic sports programs including ensuring plans are followed to assist coaching staffs in attracting the best prospects for Auburn University.
- Oversees DEI initiatives and strategies to include assisting in staff development, fostering a respectful workplace culture and champions diversity, equity, and inclusion, and participates in professional organizations and implements best practices to align with Auburn University and Athletics' goals.
- Directs and supervises subordinate personnel in accordance with sounds leadership principles and University personnel policies, procedures, and guidelines. Provides guidance and recommendations to upper level management in subordinate functional areas concerning operations issues such as budgeting, coordinating, and planning.
- Manages the sports campus programs, camps and clinics, ensuring programs align with university policies and processes. Assists with scheduling of camp venues.
- Serves as the Title IX coordinator within the University's Affirmative Action/Equal Employment Opportunity (AA/EEO) office.
- Serves as sport administrator for one or more of the Department's 21 sports programs. Provides oversight of staff members assigned to sports to ensure that the needs of the program are met.
- Assesses the changing landscape of college athletics and NCAA initiatives, and provides research and guidance to facilitate the department's goal as a national leader. Represents the Athletic Department on

RESPONSIBILITIES

	NCAA, SEC Senior Women's Administrator Groups, Auburn University Committee on Intercollegiate Athletics, and other external committees and groups as assigned.
•	Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
•	The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

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	Supervises others with full supervisory responsibility.

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	Degree in Management, Business Administration, Sports Administration, or related field.	and	10 years of	Experience in sports administration and management of team sports. At least three (3) years of supervising and managing full time employees.	

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 Auburn, Southeastern Conference (SEC), and National Collegiate Athletic Association (NCAA) rules and regulations for intercollegiate women's sports programs; sports management events, budget planning, implementation and analysis.	
Advanced knowledge and understanding of Title IX regulations, relevant laws, and compliance issues.	
Knowledge regarding the resolution of complaints including informal resolution and formal resolution.	
Ability to function as a subject matter expert providing stakeholders with confidence and trust in decision making.	
Ability to work independently and regularly exercise judgment regarding interpersonal interactions, administrative detail, and confidential 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			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.