AUBURN
Human Resources

Asst AD, Game Operations

Job Description

JOB INFORMATION

Job Code	BA37
Job Description Title	Asst AD, Game Operations
Pay Grade	AT09
Range Minimum	$71,320
33rd %	$90,330
Range Midpoint	$99,840
67th %	$109,350
Range Maximum	$128,370
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	2/17/2025 9:49:45 AM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

JOB SUMMARY

The Assistant AD, Game Operations is responsible for providing direct oversight of* more complex athletic sporting game day operations such as men's basketball, and gymnastics. Manages assigned responsibilities of football game day operations. Ensures execution of duties of assigned sports and oversight of team execution of other sports game day operations. Ensures all SEC, NCAA, and university policies and procedures are followed and in compliance.

RESPONSIBILITIES

- Responsible for the development of event management plans for execution of all aspects of game day operations for complex sporting events such as home/visiting teams, officials, clock operations, lights show, fan experience, videoboard, replay, credentialing, etc.
- Collaborates with other departments and stakeholders, internal and external, to plan and ensure appropriate staffing, such as event staff, entry/bag checks, metal detectors, tickets, fire, police, and EMS personnel, and parking.
- Collaborates with multiple internal and external partners to ensure a safe and enjoyable experience for fans, student-athletes, coaching staff, communications, Auburn Sports Properties, student government, the City of Auburn, TV partners, etc.
- Plans and ensures proper and safe set-up and breakdown of all operations of athletic events.
- Manages, plans, and executes football game day related to concourse operations such as metal detectors, event staff, fan entry, and placement of services (chairback sales, guest services, concessions, etc.)
- Manages arena sports scheduling process to avoid overlaps and scheduling within appropriate guidelines.
- Post-season travel responsibilities of NCAA women’s basketball.
- Develops, manages, and ensures timely distribution of credentials by reviewing and initiating approvals, communications, and administering the tracking system. Monitors processes and initiates improvements as needed.
- Ensures the execution of duties of the Director, Assistant Director, student, and temporary staff in game day operations of assigned sports. Manages and tracks game day operation budgets, ensuring proper expenditures are within budget and initiating payments to all stakeholders involved.
- Manages ADA golf cart services and rental program for game day events.
- Manages and collaborates with the business office in the execution of Personal Services Contracts (PSC) and Large Purchase Requests (LPR) processes. Manages the Stadium People contract to ensure up to 450 staff and billing for the execution of all game day operations.

RESPONSIBILITIES

- 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	in Sports Management, Event Management, Business Administration or related field.	and	6 years of	experience in planning, execution, and coordination of athletic events.	

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;	
Ability to thrive on working in a fast-paced environment with the proven ability to multi-task.	
Candidates must be able to work non-traditional hours during events.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.