AUBURN
Human Resources

Sr Assoc AD, Operation Support Services

Job Description

JOB INFORMATION

Job Code	BA67
Job Description Title	Sr Assoc AD, Operation Support Services
Pay Grade	AT11
Range Minimum	$95,060
33rd %	$123,580
Range Midpoint	$137,840
67th %	$152,100
Range Maximum	$180,620
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	7/13/2023

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

JOB SUMMARY

The Senior Associate Athletics Director (AD) of Operation Support Services oversees all aspects of athletic events, including game operations, event operations, safety, access control, game day services, and campus and community game day support. Acts as a liaison between visiting teams, game officials, game security, and Auburn University. Responsibilities include planning and supervising athletic events, ensuring attendee and staff safety, developing event management protocols and policies, conducting planning meetings, coordinating game day parking and credentialing, collaborating with various entities to enhance the game day experience, and managing customer service-related issues. Works with campus facilities personnel, food concession partners, and tailgate services partners, and coordinate event bid and budget processes for NCAA and SEC post-season events hosted by Auburn University.

RESPONSIBILITIES

- Oversees, supervises, and coordinates all major athletic events, including managing other employees involved in event and game management, ensuring proper coverage and supervision.
- Oversees game operations, including travel logistics and game operation procedures. Serves as the primary contact between visiting teams, game officials, game security, athletics, and Auburn University. Arranges all football travel, equipment logistics, and hotel accommodations.
- Manages game day services and set up logistics including coordinating concessions, tailgate services, and transportation for athletic events. Collaborates with food concession partners, including external vendors and Campus Dining, to plan and prepare for all home athletics events. Oversees parking for sporting events on campus, coordinating with campus parking and third-party partners to plan and prepare for home athletics events. Oversees the game day parking and credentialing program.
- Oversees event operations, including campus safety and access control. Communicates with Campus Safety, emergency staff, and city officials in preparation and planning for athletic events and campus impacts. Ensures the safety of attendees, athletes, and staff at events, requiring proactive planning, independent decision-making, and the development of protocols and policies for sport event management.
- Oversees event operations, including campus and community game day support. Represents the athletics department on various university and campus committees, such as the Campus Parking Study Committee, Campus Safety Committee, and Facilities Planning, Revenue Generation, and Recognition Committee. Conducts planning meetings throughout the year, including pre-season meetings and game week briefings with athletics, campus, and city department heads. Communicates game day impacts to all stakeholders involved or surrounding the city.

RESPONSIBILITIES

- Coordinates future football game scheduling (non-conference games) with the athletics director, determining available teams and providing recommendations. Directs and oversees postseason bowl travel logistics for the athletics department and the president's office, collaborating with the President's Office, the Board of Trustees, and Tigers Unlimited.
- Collaborates with various entities to align the game day experience with the strategic goals of the athletics department. Works directly with the ticket office on customer service-related matters and with campus and athletics facilities personnel for game day planning.
- Coordinates event bid and budget processes, as well as game and event operations, for most NCAA and SEC post-season events hosted by Auburn University.
- 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	Degree in Sports Administration, Business Administration, Management, Public Relations, or related field.	and	8 years of	Experience in large-scale event planning, event management, or public relations. Experience in an athletic events and operations is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations.	

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			50 lbs
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.