AUBURN
Human Resources

# Asst AD, Administrative Operations

Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | BA68 |
| Job Description Title | Asst AD, Administrative Operations |
| Pay Grade | AT08 |
| Range Minimum | $62,010 |
| 33rd % | $78,550 |
| Range Midpoint | $86,820 |
| 67th % | $95,090 |
| Range Maximum | $111,620 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 130 Director Intercollegiate Athletics |
| Approved Date: | 11/22/2019 3:20:40 PM |
| Legacy Date Last Edited | 8/1/2023 |

## JOB FAMILY AND FUNCTION

| | |
|---|---|
| Job Family: | Athletics |
| Job Function: | Athletics Administration |

## JOB SUMMARY

The Assistant Athletics Director (AD) of Administrative Operations manages and oversees day-to-day office administrative operations of the Athletic Director's office, special projects, and other assignments assigned by the Athletics Director and Executive Deputy Athletics Director. Exercises independent judgement on varied subjects and inquiries.

## RESPONSIBILITIES

- Provides direction and guidance to the Athletic Director's office staff by overseeing and managing the daily operations of the Athletic Director's office and administrative unit. Serves as the main point of contact to others within Athletics and external contacts on behalf of the Executive Deputy Athletics Director. Represents the Athletic Director's office and serves on committees. Attends and participates in Athletics Executive Team meetings.
- Supervises the administrative staff for the Athletic Director's office, administration, and Athletics Complex front desk operations. Oversees customer service, special projects, work schedules, and monitoring and evaluating office production. Administers and/or leads other assigned projects from the Athletics Director and Executive Deputy Athletics Director, providing assistance to senior administration as needed. Coordinates building security planning and implementation with appropriate parties within Athletics and the University.
- Manages and maintains the schedule of the Executive Deputy Athletic Director, including coordinating meetings, speaking engagements, athletic events, and special events. Responsible for making travel arrangements and collaborating in the coordination of the schedules of the Athletics Director and Executive Deputy Athletics Director.
- Prepares correspondence on behalf of the Executive Deputy Athletics Director, both internally and externally. Reads and analyzes incoming memos, submissions, and reports, determining their significance and planning their distribution. Drafts original and routine correspondence for the Executive Deputy Athletics Director and Athletic Director's signature. Researches, prioritizes, and follow ups on incoming issues and concerns addressed to the Executive Deputy Athletics Director and Athletics Director, including those of a sensitive and confidential nature.
- Prepares all administrative and coaching contracts for athletics, including tracking on contract renewals, deadlines, and new hires while collaborating with the Executive Deputy Athletics Director, Office of the General Counsel, and Athletics Human Resources on editing contracts and approval, initiating contracts, tracking on completion of contracts, and keeping Box files up to date.

## RESPONSIBILITIES

- Oversees the Athletic Director's administrative operations budget. Prepares financial reports of monthly transactions and provides records in preparation for quarterly reports. Responsible for tracking, preparing, monitoring, maintaining, and developing reports in regard to the budget for the Athletics Director's office.
- Prepares and ensures execution of reimbursements for the Athletic Director, Executive Deputy Athletics Director, Chief of Staff, and administrative office staff; oversees purchasing credit card use, and compiles receipts and invoice payments for monthly reconciliation and budget tracking. Researches and determines resolutions to identified issues.
- Oversees and ensures the successful planning and execution of travel logistics, serves as the point of contact for communication, and handles preparations such as mailings, securing gifts, and planning food and hospitality for visiting team administration during home athletic events. Addresses and resolves any issues to ensure a positive experience for visiting team administration.
- Develops and manages multiple databases, including the Athletic Director's Office SharePoint files and key contact lists. Tracks all event requests, gifts, details, and decisions. Keeps records of the Executive Deputy Athletics Director's ticket, credential, and parking information for home, away, SEC, and NCAA sporting events, as well as other miscellaneous events.
- Ensures the availability of adequate supplies for the Athletic Director's office. Tracks invoice payments and promptly responds to phone calls and emails related to the Athletic Director's office.
- Serves as sport administrator for one or more of the Department's 21 sports programs. Works directly with coaching staff in advocating for needs, resolving issues, ensuring compliance, and serving as liaison to the Athletic Director's office. Attends sporting events and advocates and supports student-athletes.
- Complies with all applicable National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC) regulations, and University policies and procedures 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 | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## 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 Administration, Business, Education, or other Sports-related field | and | 5 years of | experience in athletic administrative support, athletic operations, planning athletic events, sports administration, and/or public relations. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|---|
| Knowledge of National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations; personnel management and budget planning. | And |
| Advanced knowledge of modern office practices, procedures, and equipment. | And |
| Advanced knowledge of athletic protocols and policies, university and foundation budgeting and financial guidelines and policies, payment and procurement policies, event management best practices, and calendaring systems. | And |
| Ability to professionally represent athletics and the director in contact with stakeholders. | |
| Excellent communication and customer service skills. | |
| Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy. | |
| Excellent leadership skills including the ability to lead and provide direction. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|---|
| Excellent organizational and time management skills. | |
| Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy. | |

## 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 | | | 10 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.