AUBURN
Human Resources

Sr Assoc AD, Administration

Job Description

JOB INFORMATION

Job Code	BA81
Job Description Title	Sr Assoc AD, Administration
Pay Grade	AT13
Range Minimum	$126,870
33rd %	$169,160
Range Midpoint	$190,310
67th %	$211,460
Range Maximum	$253,750
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	11/22/2019 3:23:22 PM
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 Senior Associate Athletics Director (AD) of Administration serves as a member of the executive staff of Auburn University Athletics. Responsible for the administration and oversight of sports administration, sports medicine, sports nutrition, sports psychology, sports performance, administrative operations, apparel/equipment, event management and Wellness Kitchen.

RESPONSIBILITIES

- Provides executive level oversight of the sports administration unit including sport administrator guidelines and processes to support sport programs.
- Provides executive level oversight of the sports medicine unit including the administration of athletic training, sports nutrition, and sports psychology in coordination with the Athletics Chief Medical Officer/Team Physician.
- Provides executive level oversight of the sports performance unit including the administration of strength and conditioning in coordination with administration and sport program head coaches.
- Provides executive level oversight of the administrative operations unit including advising, managing, evaluating programs, and staff in alignment with strategic priorities.
- Oversees the sideline apparel provider relationship and provides executive level oversight of the sports equipment unit including the administration of equipment operations.
- Provides executive level oversight of the event management unit including the administration of game operations for home sport competitions including awarded Southeastern (SEC) championships and NCAA championships.
- Provides executive level oversight of the Wellness Kitchen including the administration of food service operations and dining programs for student-athletes.
- Serves as sport administrator for one or more of the department’s 21 sport programs.
- Provides leadership and supervision for direct reports in accordance with university employee policies, procedures, and guidelines.
- Identifies, analyzes, and interprets relevant data to assist in guiding short-term and long-term decision making, planning and resource allocation to support strategic initiatives.
- Complies with all applicable National Collegiate Athletics Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

RESPONSIBILITIES

- 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	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, Education, Finance, or relevant field.	and	8 years of	Experience in collegiate level athletic administration in an operational or administrative management role. At least two (2) years of supervising and managing full time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations,	
Knowledge of athletic administration operations and management.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.