AUBURN
Human Resources

Sr. Assoc AD, Student-Ath Exp

Job Description

JOB INFORMATION

Job Code	BA83
Job Description Title	Sr. Assoc AD, Student-Ath Exp
Pay Grade	AT14
Range Minimum	$152,250
33rd %	$203,000
Range Midpoint	$228,370
67th %	$253,750
Range Maximum	$304,500
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	11/22/2019 12:34:50 PM
Legacy Date Last Edited	6/27/2018

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

JOB SUMMARY

Reporting to the Athletic Director, directs, oversees, and implements strategic standards for Student Athletes Support Services, sports administration, student athlete programs, and initiatives for Auburn University Athletic Department.

RESPONSIBILITIES

- Oversees and directs the administration of Student Athlete Support Services.
- Oversees and directs the administration of a portion of Athletic Department's sports units.
- Develops, oversees, and implements the strategy of student athlete programs.
- Oversees and directs the administration of the Athletics Department's student athlete wellness programs, including but not limited to Sports Medicine, Nutrition, and Wellness.
- Oversees and directs the administration of the department's inclusion initiatives to enhance diversity and inclusion for the Athletic Department.
- Oversees and directs the administration of the department's budget and expenditures.
- 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	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 Business, Management, Sports Administration, or relevant field. Master's degree preferred.	and	10 years of	Experience in an operational or administrative management role including areas of strategic planning and general business operations. Experience in collegiate level athletics administration preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC), and Auburn University rules, regulations, policies, and 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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.