AUBURN
Human Resources

Coord I, Spirit Groups & Public Relations

Job Description

JOB INFORMATION

Job Code	BB11A
Job Description Title	Coord I, Spirit Groups & Public Relations
Pay Grade	MC05
Range Minimum	$37,630
33rd %	$42,650
Range Midpoint	$45,160
67th %	$47,670
Range Maximum	$52,690
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/3/2012

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Public & Governmental Relations

JOB SUMMARY

Coordinates Athletic Spirit Groups and directs community relations activities for the Athletics Department.

RESPONSIBILITIES

- Develops and administers community relations activities for the Athletics Department.
- Coordinates speaker bureau for the Athletics Department staff and student athletes.
- Coordinates activities related to Athletic Spirit Groups (cheerleader squad and Tiger Paws squad) to include (but not limited to) arranging for travel, ordering uniforms and equipment, and scheduling tryouts, appearances, practices, and camp participation.
- Coordinates visits and tours to the Athletics Complex and coordinates student shadowing programs with Athletic staff members.
- Develops and administers budgets for Spirit Groups and community relations activities.
- Facilitates autograph requests to the Athletics Department.

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	Degree in Public Relations, Athletic Administration, Marketing or related field	and	0 years of	Experience in public relations position preferably in an institute of higher education	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

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			
Vibration		X			

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