AUBURN
Human Resources

Asst AD, Admin &Special Events

Job Description

JOB INFORMATION

Job Code	BB60
Job Description Title	Asst AD, Admin &Special Events
Pay Grade	AT10
Range Minimum	$83,800
33rd %	$106,140
Range Midpoint	$117,310
67th %	$128,490
Range Maximum	$150,830
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	10/20/2022

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

JOB SUMMARY

Reporting to Athletics Director, the Assistant Athletics Director of Administration and Special Events develops, coordinates, oversees, supports, and evaluates special events hosted by Auburn University Athletics. Supervises the management, execution, and assessment of building services for all athletics facilities.

RESPONSIBILITIES

- Provides full operational oversight to a wide range of special events, including but not limited to assisting Tiger Unlimited with donor relations, staff and student events, Athletics Director's special events for home football games, ceremonial and awards events, and community relations events as it relates to Auburn Athletics. Responsible for directing programming, contract and vendor management, logistics, décor, venue management, event operations, and event staff. Collaborates with internal and external clients to define overall event strategies. Defines and monitors event outcomes, ensuring goals are achieved and/or exceeded. Prepares event briefings in a timely manner for the Auburn University Athletics Director, Tigers Unlimited staff, and special events personnel.
- Directs the daily operations of Special Events to include oversight and input to all event planning. Regularly updates key stakeholders on event plans. Provides regular oversight and direction to key stakeholders using the Campus Event Planning System (CEPS).
- Serves as primary event contact for campus clients and community. Collaborates with committees, groups, and individuals to ensure effective planning, policy, and procedural oversight and protocol is achieved in the execution of each event. Provides effective contract management as needed.
- Oversees the daily operation of the office which includes but is not limited to communications to clients and potential clients through all available mediums, preparing reports, completing projects, and ensuring that all assigned projects are on schedule.
- Supervises the management, execution, and assessment of building services to ensure all athletics facilities are maintained at the highest level of cleanliness on a daily basis, for special events, and for practice and competition use. Performs regularly scheduled site visits to the Auburn Athletics facilities to consult with occupant groups and assess facility cleanliness.
- Actively monitors event venues, ensuring all are well maintained, clean, and secure. Develops and oversees a schedule of activity as it relates to event setup, break down, and day-to-day event related activity. Manages event related inventory supplies.
- Collaborates with the Chief Operating Officer on developing and monitoring budgets for special events and building services. Creates regular reports as required.

RESPONSIBILITIES

- Prepares event planning resource guides for prospective clients to include general information as well as maps and diagrams of event spaces, costs associated with renting spaces, production capabilities, and food and beverage options.
- 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 Hospitality Management, Event Planning, Public Relations, Public Administration, Business, Communication, or relevant field.	and	5 years of	Experience in event planning, event management, public relations. Experience in an athletic environment/operations is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event management and hospitality management, budgeting principles, contract management, Microsoft Office, vendor management, and event protocol and etiquette knowledge.	And
Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.