AUBURN
Human Resources

Executive Deputy Athletics Director

Job Description

JOB INFORMATION

Job Code	BB93
Job Description Title	Executive Deputy Athletics Director
Pay Grade	ATUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
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	3/17/2023

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

JOB SUMMARY

The Executive Deputy Athletics Director assists the Athletics Director with day-to-day administrative operations to include overall leadership, management, and supervision of Auburn Athletics by advising on strategic planning, departmental initiatives, policies and procedures, and staff development. Serves as the primary representative for the Athletics Director, if absent, at national or conference meetings as well as University related functions or events.

RESPONSIBILITIES

- Oversees the day-to-day administrative operations of the athletics department and provides leadership as a member of the athletics executive team.
- Manages the departments ongoing capital projects, including, but not limited to, projecting future needs, planning, and fiscal capabilities.
- Acts as the department’s primary contact for legal affairs and serve as the liaison to General Counsel.
- Manages personnel, including, but not limited to, employment contracts and overall employment needs and p lanning.
- Represents the athletics department in administrative and executive meetings in the absence of the Athletics Director.
- Serves as the primary administrative liaison for the men’s basketball program.
- Assists the Athletics Director and administrative teams with providing advice and counsel on strategic planning matters affecting the Athletics department.
- Develops and administers policies and procedures in order to ensure compliance with NCAA and other athletic conference rules, regulations and risk management procedures and protocols to minimize the risk of liability.
- 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	No Specific Discipline.	and	12 years of	Experience in athletics administration or leadership and overseeing internal operations within collegiate athletics.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of intercollegiate athletic programs, rules and regulations.	
Knowledge of NCAA rules and regulations regarding compliance issues and Title IX requirements.	
Excellent computer skills including ability to use software to track moves in management and to learn new systems as needed.	
Excellent public relations and interpersonal skills.	
Excellent planning and organizational skills.	
Excellent communications skills, both oral and written.	
Ability to speak in public addressing large groups.	
Strong problem solving skills required; ability to initiate and implement plans to solve problems.	
Ability to work in a fast-paced environment with changing priorities while promoting collaboration in a team-oriented environment.	

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.