AUBURN
Human Resources

Asst AD, Ath Administration Engagement

Job Description

JOB INFORMATION

Job Code	BB97
Job Description Title	Asst AD, Ath Administration Engagement
Pay Grade	AT08
Range Minimum	$62,010
33rd %	$78,550
Range Midpoint	$86,820
67th %	$95,090
Range Maximum	$111,620
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	10/30/2023

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

JOB SUMMARY

Manages various aspects of athletics administration, including hosting special guests, organizing events, managing guest lists, conducting quality control assessments, handling gift inventories, serving as a sport administrator, coordinating athletics tours, maintaining vendor relationships, and overseeing student workers and interns. Responsible for enhancing guest experiences, building relationships, and ensuring compliance with relevant policies and regulations.

RESPONSIBILITIES

- Serves as the host for special guests of the athletics department, which may include Board of Trustee members, donors, former student-athletes, dignitaries, and other special guests.
- Plans and coordinates routine and special events tailored to create exceptional experiences for our honored guests, ensuring that the athletics department consistently delivers seamless and extraordinary encounters.
- Identifies, selects, and maintains an ongoing list of employees, student-athletes, student workers, and other university and community constituents for athletics administration to host.
- Organizes and executes a wide range of events for employees, student-athletes, student workers, and other stakeholders, aiming to recognize accomplishments and contributions and fostering a sense of achievement within the athletics department.
- Performs routine quality control assessments during athletics competitions and special events. Identifies areas for enhancement and actively participates in collaborative efforts to enhance the overall experience for fans and student-athletes.
- Conducts routine quality control evaluations for athletics facilities, identifying potential areas for improvement in fan experience, employee engagement, and the overall experience of student-athletes. Collaborate to devise strategies for enhancement.
- Selects, identifies, and maintains an inventory of gifts or tokens of appreciation for special guests while adhering to budgetary constraints.
- Serves as sport administrator for one or more of the Department's 21 sports programs. Works directly with the coaching staff in advocating for needs, resolving issues, ensuring compliance, and serving as liaison to the Athletic Director's office. Attends sporting events and advocates and supports student-athletes.
- Serves as athletics administration’s primary point of contact for athletics and campus tours.
- Fosters and maintains relationships with local vendors and restaurants, with an emphasis on Auburn Sports Properties partners, to ensure athletics administration is well-received and actively contributes to the local community.

RESPONSIBILITIES

- Identifies, selects, and oversees the athletics administration's student workers and interns within the athletics administration, ensuring their effective integration into the department's operations and projects.
- Complies with all applicable National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC) regulations, and University policies and procedures 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	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	No Specific Discipline		5 years of	Experience in event planning, event management, athletic administrative support, athletic operations, sports administration, or public relations. Experience in an athletic environment is desired.	

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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event management and hospitality management, budgeting principles, contract management, Microsoft Office, vendor management, and event protocol and etiquette knowledge.	
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:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.