AUBURN
Human Resources

Athletic Staff Member - Ops

Job Description

JOB INFORMATION

Job Code	BZ02
Job Description Title	Athletic Staff Member - Ops
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

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

JOB SUMMARY

Athletic Staff Member Operations provide assistance to coaches and staff by performing non-instructional duties and other administrative duties while ensuring compliance with the NCAA, Conference, and University policies & procedures.

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

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	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	

PHYSICAL DEMANDS						
Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight

WORKING ENVIRONMENT					
Working Condition	Never	Rarely	Occasionally	Frequently	Constantly