AUBURN
Human Resources

Exec Asst, Athletic Director

Job Description

JOB INFORMATION

Job Code	DB28
Job Description Title	Exec Asst, Athletic Director
Pay Grade	AS11
Range Minimum	$49,200
33rd %	$60,680
Range Midpoint	$66,420
67th %	$72,160
Range Maximum	$83,640
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	4/20/2022

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Support

JOB SUMMARY

Provides varied high-level administrative support and serves as assistant to the Director of Athletics in the day-to-day operations of the Athletic Department. Responsible for a variety of administrative support functions, events and hospitality, special projects, and coordinates all meetings and internal and external communications. Exercises significant discretion working with sensitive and confidential information in carrying out the directives set forth by the Athletic Director.

RESPONSIBILITIES

- Serves as the primary contact for the Athletics Director's office, Athletic Department, other campus departments, and outside agencies with regard to Athletic Department administrative issues. Serves as a liaison with campus partners in assisting with communication on behalf of Athletics.
- Manages and maintains the Athletic Director's schedules including meetings, speaking engagements, athletic events and special events; makes travel arrangements; oversees administrative functions of the Director's office.
- Prepares routine and recurring correspondence for the Director of Athletics. Corresponds internally and externally on behalf of the Director of Athletics. Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution; drafts original and routine correspondence for the Director's signature and has signature authority where appropriate. Researches, prioritizes and follows up on incoming issues and concerns addressed to the Director of Athletics including those sensitive and confidential in nature.
- Assists in managing the Administrative Operations budget. Prepares financial reports of monthly transactions and provides records in preparation for quarterly reports.
- Manages multiple databases to include the Athletic Director's Office SharePoint files, key contact lists, and the speaking engagement database to track all event requests, details and decisions. Tracks the Director of Athletics' ticket, credential and parking information for home, away, SEC and NCAA sporting events and other miscellaneous events.
- Plans and executes events held by the Director of Athletics to include tracking event RSVPs, details, and logistics. Communicates with appropriate parties accordingly. May serve as event lead and manage event on-site.
- Assists other Athletic Department administrative office staff as needed; performs special duties as requested; may supervise subordinate office staff, coordinates Athletic Department activities, events, and work schedules; and monitors and evaluates office production.

RESPONSIBILITIES

- Manages special projects including the development of reports, documents and presentations. Works closely with the Executive Team to assist other departments and offices.
- Advocates for and contributes to Athletic Department programs, goals, and objectives regarding economy, quality, and customer and donor satisfaction.
- Performs general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work
- 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	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 complex administrative support services and working with confidential information and in situations that require diplomatic interpersonal skills.	

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

Advanced knowledge of modern office practices, procedures, and equipment.	
Advanced knowledge of athletic protocols and policies, university and foundation budgeting and financial guidelines and policies, payment and procurement policies, event management best practices, and calendaring systems.	
Ability to professionally represent athletics and the director in contact with stakeholders.	
Excellent communication and customer service skills.	
Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy.	
Excellent leadership skills including the ability to lead and provide direction.	
Excellent organizational and time management skills.	
Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.	

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.