AUBURN
Human Resources

# Exec Coord - TUF

Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | DB32 |
| Job Description Title | Exec Coord - TUF |
| Pay Grade | AS10 |
| Range Minimum | $46,450 |
| 33rd % | $55,740 |
| Range Midpoint | $60,380 |
| 67th % | $65,030 |
| Range Maximum | $74,320 |
| 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 | 2/14/2011 |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Provides high level professional support to Tigers Unlimited, Tigers Unlimited Foundation Board, and the Athletic Department.

## RESPONSIBILITIES

- Provides a variety of professional administrative functions in support of the Athletics Department's human resources activities, football administration, facilities administration, ticketing, and Tigers Unlimited.
- Provides assistance to the Tigers Unlimited Foundation Board of Directors and donors.
- Supervises the administrative functions of the Tigers Unlimited Office to include the supervision of assigned staff and students.
- Coordinates the preparation of the annual budget and reviews and approves the financial documents for processing ensuring that all payments to vendors and employees are made in a timely manner.
- Ensures communication lines are maintained within the department and to other areas of the University.
- Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption of operations and or major harm to university reputation and/or relationships with students, employees, or external
- 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 supervise employees but supervision is not the main focus of the job. |

## 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 | |
|---|---|---|---|---|---|
| High School Diploma or GED | | and | 7 years of | Experience in complex administrative support services | |

| | |
|---|---|
| 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 rules and regulations related to human resource administration and hiring procedures. | |

## 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 | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

| **Vision Requirements:** |
|---|
| Ability to see information in print and/or electronically. |