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## Auburn University Job Description

Job Title: **Deputy AD, Senior Administrator**

Job Family: No Family

Job Code: **BA29**

Grade AT15: \$164,300 - \$328,600

FLSA status: Exempt

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### Job Summary

Reporting to the Athletics Director, the Deputy Athletics Director (AD) of Senior Woman Administrator (SWA) provides senior level management and leadership for all aspects of the female's athletic sports program. Oversees Student Athlete Experience, Name, Image, and Likeness (NIL), the Women Inspiring and Nurturing Greatness in Student Athletes (WINGS) program, camps and clinics, and Diversity, Equity and Inclusion (DEI) strategies to meet expectations set forth by Auburn University and Athletics vision and mission.

### Essential Functions

1. Directs the on-going programs and activities within women's Olympic Sports through managing, planning, controlling, coordinating, negotiating, evaluating, counseling, advising, and budgeting of programs and staff.
  2. Provides administrative oversight of AuburnYou (Student Athlete Experience), Name, Image, and Likeness (NIL), and the Women Inspiring and Nurturing Greatness in Student Athletes (WINGS) program, and Diversity, Equity and Inclusion (DEI) strategies to meet expectations set forth by Auburn University and Athletics vision and mission.
  3. Provides oversight of the recruiting services coordinator in support of all Olympic sports programs including ensuring plans are followed to assist coaching staffs in attracting the best prospects for Auburn University.
  4. Oversees DEI initiatives and strategies to include assisting in staff development, fostering a respectful workplace culture and champions diversity, equity, and inclusion, and participates in professional organizations and implements best practices to align with Auburn University and Athletics' goals.
  5. Directs and supervises subordinate personnel in accordance with sound leadership principles and University personnel policies, procedures, and guidelines. Provides guidance and recommendations to upper level management in subordinate functional areas concerning operations issues such as budgeting, coordinating, and planning.
  6. Manages the sports campus programs, camps and clinics, ensuring programs align with university policies and processes. Assists with scheduling of camp venues.
  7. Serves as the Title IX coordinator within the University's Affirmative Action/Equal Employment Opportunity (AA/EEO) office.
  8. Serves as sport administrator for one or more of the Department's 21 sports programs. Provides oversight of staff members assigned to sports to ensure that the needs of the program are met.
  9. Assesses the changing landscape of college athletics and NCAA initiatives, and provides research and guidance to facilitate the department's goal as a national leader. Represents the Athletic Department on NCAA, SEC Senior Women's Administrator Groups, Auburn University Committee on Intercollegiate Athletics, and other external committees and groups as assigned.
  10. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
  11. The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to
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operate with high-levels of autonomy.

12. Performs other related duties as assigned.

### **Supervisory Responsibility**

Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*



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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Management, Business Administration, Sports Administration, or related field.
<b>Experience (yrs.)</b>	10	Ten (10) years of experience in sports administration and management of team sports. At least three (3) years of supervising and managing full time employees.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions 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 Required Knowledge

Knowledge of Auburn, Southeastern Conference (SEC), and National Collegiate Athletic Association (NCAA) rules and regulations for intercollegiate women's sports programs; sports management events, budget planning, implementation and analysis. Advanced knowledge and understanding of Title IX regulations, relevant laws, and compliance issues. Knowledge regarding the resolution of complaints including informal resolution and formal resolution. Ability to function as a subject matter expert providing stakeholders with confidence and trust in decision making. Ability to work independently and regularly exercise judgment regarding interpersonal interactions, administrative detail, and confidential procedures.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, .

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/2/2023

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