
Auburn University Job Description

Job Title: **Sr Assoc AD, Operation Support Services** Grade AT11: \$85,500 - \$162,500

Job Code: **BA67**

FLSA status: Exempt

Job Family: Athletics

Job Function: Athletics Administration

Job Summary

The Senior Associate Athletics Director (AD) of Operation Support Services oversees all aspects of athletic events, including game operations, event operations, safety, access control, game day services, and campus and community game day support. Acts as a liaison between visiting teams, game officials, game security, and Auburn University. Responsibilities include planning and supervising athletic events, ensuring attendee and staff safety, developing event management protocols and policies, conducting planning meetings, coordinating game day parking and credentialing, collaborating with various entities to enhance the game day experience, and managing customer service-related issues. Works with campus facilities personnel, food concession partners, and tailgate services partners, and coordinate event bid and budget processes for NCAA and SEC post-season events hosted by Auburn University.

Essential Functions

1. Oversees, supervises, and coordinates all major athletic events, including managing other employees involved in event and game management, ensuring proper coverage and supervision.
 2. Oversees game operations, including travel logistics and game operation procedures. Serves as the primary contact between visiting teams, game officials, game security, athletics, and Auburn University. Arranges all football travel, equipment logistics, and hotel accommodations.
 3. Manages game day services and set up logistics including coordinating concessions, tailgate services, and transportation for athletic events. Collaborates with food concession partners, including external vendors and Campus Dining, to plan and prepare for all home athletics events. Oversees parking for sporting events on campus, coordinating with campus parking and third-party partners to plan and prepare for home athletics events. Oversees the game day parking and credentialing program.
 4. Oversees event operations, including campus safety and access control. Communicates with Campus Safety, emergency staff, and city officials in preparation and planning for athletic events and campus impacts. Ensures the safety of attendees, athletes, and staff at events, requiring proactive planning, independent decision-making, and the development of protocols and policies for sport event management.
 5. Oversees event operations, including campus and community game day support. Represents the athletics department on various university and campus committees, such as the Campus Parking Study Committee, Campus Safety Committee, and Facilities Planning, Revenue Generation, and Recognition Committee. Conducts planning meetings throughout the year, including pre-season meetings and game week briefings with athletics, campus, and city department heads. Communicates game day impacts to all stakeholders involved or surrounding the city.
 6. Coordinates future football game scheduling (non-conference games) with the athletics director, determining available teams and providing recommendations. Directs and oversees postseason bowl travel logistics for the athletics department and the president's office, collaborating with the President's Office, the Board of Trustees, and Tigers Unlimited.
 7. Collaborates with various entities to align the game day experience with the strategic goals of the athletics department. Works directly with the ticket office on customer service-related matters and with campus and athletics facilities personnel for game day planning.
 8. Coordinates event bid and budget processes, as well as game and event operations, for most
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NCAA and SEC post-season events hosted by Auburn University.

9. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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>
Education	Bachelor's Degree	Degree in Sports Administration, Business Administration, Management, Public Relations, or related field.
Experience (yrs.)	8	Experience in large-scale event planning, event management, or public relations. Experience in an athletic events and operations is desired.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

None Required.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

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

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 7/13/2023
