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## Auburn University Job Description

Job Title: **Sr Assoc AD, Int'l Ops & Inclu**  
Job Code: **BA72**  
FLSA status: Exempt

Job Family: No Family  
Grade 38: \$78,900 - \$131,600

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### Job Summary

Responsible for the policies, decision-making, planning, implementation, and on-going management of Auburn Athletics inclusion initiatives; serves as a liaison to campus and assist with planning and programming for Auburn University initiatives.

### Essential Functions

1. Serves as the Chief Inclusion Officer for Auburn University Athletics and oversees the implementation of programs to enhance diversity and inclusion.
2. Manages the educational components and other initiatives to promote a culture of diversity; monitors different aspects of Athletics including hiring and recruitment of coaches and staff; serves as a liaison to campus and assists with planning and programming as needed.
3. Serves as Sports Administrator for sports as assigned; supports coaches and programs and assists with issue management; develops, manages, and maintains budget control; attends home events and post-season events in support of programs.
4. Provides year-end evaluations and exit interviews of student-athletes; assists in support of academic and compliance missions with programs;
5. Oversees support areas as assigned to include short and long-term strategic planning and management of policies and procedures.
6. Assists with facility planning, upgrades, and maintenance for new construction for assigned sports.
7. Serves on various committees including NCAA, SEC, University and Athletic Department.
8. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### 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, Sports Administration, or related field
<b>Experience (yrs.)</b>	10	Experience in administering athletics programs at the Division I-A level and administering inclusion training programs through NCAA or other organizations.

#### 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 National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC), and Auburn University rules, regulations, policies, and procedures.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 5/16/2016

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