
Auburn University Job Description

Job Title: **Sr Assoc AD, Administration**

Job Family: No Family

Job Code: **BA81**

Grade AT13: \$114,100 - \$228,200

FLSA status: Exempt

Job Summary

Reporting to the Athletics Director, the Senior Associate Athletics Director (AD) of Administration serves as a member of the executive staff of Auburn University Athletics. Responsible for the administration and oversight of sports administration, sports medicine, sports nutrition, sports psychology, sports performance, administrative operations, apparel/equipment, event management and Wellness Kitchen.

Essential Functions

1. Provides executive level oversight of the sports administration unit including sport administrator guidelines and processes to support sport programs.
2. Provides executive level oversight of the sports medicine unit including the administration of athletic training, sports nutrition, and sports psychology in coordination with the Athletics Chief Medical Officer/Team Physician.
3. Provides executive level oversight of the sports performance unit including the administration of strength and conditioning in coordination with administration and sport program head coaches.
4. Provides executive level oversight of the administrative operations unit including advising, managing, evaluating programs, and staff in alignment with strategic priorities.
5. Oversees the sideline apparel provider relationship and provides executive level oversight of the sports equipment unit including the administration of equipment operations.
6. Provides executive level oversight of the event management unit including the administration of game operations for home sport competitions including awarded Southeastern (SEC) championships and NCAA championships.
7. Provides executive level oversight of the Wellness Kitchen including the administration of food service operations and dining programs for student-athletes.
8. Serves as sport administrator for one or more of the department's 21 sport programs.
9. Provides leadership and supervision for direct reports in accordance with university employee policies, procedures, and guidelines.
10. Identifies, analyzes, and interprets relevant data to assist in guiding short-term and long-term decision making, planning and resource allocation to support strategic initiatives.
11. Complies with all applicable National Collegiate Athletics Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
12. 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 operate with high levels of autonomy.

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

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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	Four-year college degree	Degree in Sports Administration, Business Administration, Management, Education, Finance, or relevant field.
Experience (yrs.)	8	Experience in collegiate level athletic administration in an operational or administrative management role. At least two (2) years of supervising and managing full time employees.

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 National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations, knowledge of athletic administration operations and management.

Certification or Licensure Requirements

None Required.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 3/2/2023
