
Auburn University Job Description

Job Title: **Mgr, Alumni Athlete Experience**

Job Family: No Family

Job Code: **BB22**

Grade AT06 \$45,400 - \$72,600

FLSA status: Exempt

Job Summary

Reporting to the Assistant Athletic Director for Student-Athlete Experience, the Alumni Athlete Experience Manager manages and oversees Auburn Athletics alumni component of AuburnYou, the student-athlete engagement and experience program for Auburn Athletics, Auburn Football Lettermans Club (AFLC), and the programs intended to serve alumni student-athletes for all sports. Supports management and facilitation of student-athlete experience programming with a focus on student-athlete professional development, job attainment, transition, employer outreach and oversight of the AuburnYOU Career Network.

Essential Functions

1. Fosters and cultivates relationships with former student-athletes. Creates and maintains the database for all current and prospective members of AuburnYou. Develops, plans, and executes professional development programming for current student-athletes of AuburnYou. Provides resources, education, and support to ensure a positive transition out of intercollegiate athletics.
2. Develops and maintains the AuburnYou Career Network responsible for providing internship and career opportunities to student-athletes.
3. Works with current and former student-athletes to determine professional goals, post-graduate plans, assist with resume writing and LinkedIn profiles, and major exploration. Assists student-athletes to secure jobs, internships, and other professional opportunities.
4. Oversees all aspects of Auburn Football Lettermen Club (AFLC) membership to include database management, renewals, new members, finances, stewardship, and accounting. Serves as the liaison between the AFLC, Auburn University, and Auburn Athletics.
5. Responsible for planning all game day and alumni student-athlete events such as tailgates, Lettermen functions, team reunions, and award recognitions. Plans and hosts student-athlete luncheons including, but not limited to, Friday Football Luncheons and Men's Basketball banquets.
6. Manages and maintains all budgets and financials for the Auburn Football Lettermen Club (AFLC) and A Club. Reports information to executive committee and at board meetings as required.
7. Serves as primary contact for all athletic alumni, responsible for the identification, cultivation, and stewardship- collaborating with Tigers Unlimited staff.
8. Collaborates with the Communications Office and external organizations to schedule and implement all Auburn Athletics annual recognitions to include local, regional, conference, and national recognitions.
9. Actively engages Auburn Athletics alumni through events, communication, social media, etc. Responsible for all communication, social media, printed material, events, and engagement.
10. Performs other duties as assigned by the Sr. Associate Athletic Director for Student-Athlete Experience.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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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	Four-year college degree	Degree in Marketing, Communications, Public Relations, Business Administration, or related field.
Experience (yrs.)	3	Experience in the coordination and administration of student or outreach programs and program management.

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 NCAA and SEC policies, compliance guidelines, and regulations. Knowledge of basic math, communication skills, computer knowledge, and event coordination. Ability to work both independently and in a team environment. Ability to speak before an audience. Ability to plan, organize and execute events. Ability to take initiative, and prioritize in an ever changing, fast paced environment in a timely and professional manner. Demonstrate a commitment to building and maintaining strong and trusting relationships with various constituents including student-athletes, colleagues and university administrators.

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 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, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, .

Job occasionally requires and lifting more than 100 pounds.

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

Date: 6/22/2022
