



JOB INFORMATION

Job Code	BB24C
Job Description Title	Coord III, Ath Hospty&Spec Evt
Pay Grade	MC09
Range Minimum	\$52,560
33rd %	\$63,070
Range Midpoint	\$68,330
67th %	\$73,590
Range Maximum	\$84,100
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/22/2012

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Events

JOB SUMMARY

Coordinates the operations of the hospitality venues, the premium seating area, and special events, located on and off campus for Auburn athletics.

RESPONSIBILITIES

- Organize and manage event logistics that may include but is not limited to invitations, programs, securing vendors for rentals, entertainment, and security for Auburn athletic events.
- Coordinates special events for Auburn athletics.
- Assists with issues related to the hospitality venues and premium seating, with a special focus on customer relations, communications, sales, and problem solving.
- Coordinates the support activities (catering and cleaning) of the hospitality venues and the premium seating areas in Auburn athletic facilities on game days and for special events.
- Proofs brochures and other marketing information designated for donors and fans.
- Resolves inquiries and customer problems that involve the Auburn athletic facilities.
- Assists with leading, overseeing, and completing payroll of the premium seating area staff.
- Assists with the coordination of alumni clubs and alumni events of former Auburn University athletes.
- Assists in coordinating, marketing, and selling of athletic donor programs.
- Assists with creating invoices for events held at Auburn athletic facilities.
- Coordinates and plans the Tigers Unlimited Fund (TUF) Away Game Travel Package program for donors.
- Ensures assigned athletic events are conducted in accordance with university, local, federal, National Collegiate Athletic Association (NCAA), and Southeastern Conference (SEC) rules and regulations.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Communications, Marketing, Hospitality, Management, Sports Management or related field	And	4 years of	Experience in event planning, public relations and/or sports administration	

Substitutions Allowed for Experience: Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments.

Also possesses knowledge of related fields and areas of operation which affect, or are affected by, the work.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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