
Auburn University Job Description

Job Title: **Asst AD, Admin &Special Events**

Job Family: No Family

Job Code: **BB60**

Grade AT10: \$75,400 - \$135,700

FLSA status: Exempt

Job Summary

Reporting to Athletics Director, the Assistant Athletics Director of Administration and Special Events develops, coordinates, oversees, supports, and evaluates special events hosted by Auburn University Athletics. Supervises the management, execution, and assessment of building services for all athletics facilities.

Essential Functions

1. Provides full operational oversight to a wide range of special events, including but not limited to assisting Tiger Unlimited with donor relations, staff and student events, Athletics Director's special events for home football games, ceremonial and awards events, and community relations events as it relates to Auburn Athletics. Responsible for directing programming, contract and vendor management, logistics, décor, venue management, event operations, and event staff. Collaborates with internal and external clients to define overall event strategies. Defines and monitors event outcomes, ensuring goals are achieved and/or exceeded. Prepares event briefings in a timely manner for the Auburn University Athletics Director, Tigers Unlimited staff, and special events personnel.
 2. Directs the daily operations of Special Events to include oversight and input to all event planning. Regularly updates key stakeholders on event plans. Provides regular oversight and direction to key stakeholders using the Campus Event Planning System (CEPS).
 3. Serves as primary event contact for campus clients and community. Collaborates with committees, groups, and individuals to ensure effective planning, policy, and procedural oversight and protocol is achieved in the execution of each event. Provides effective contract management as needed.
 4. Oversees the daily operation of the office which includes but is not limited to communications to clients and potential clients through all available mediums, preparing reports, completing projects, and ensuring that all assigned projects are on schedule.
 5. Supervises the management, execution, and assessment of building services to ensure all athletics facilities are maintained at the highest level of cleanliness on a daily basis, for special events, and for practice and competition use. Performs regularly scheduled site visits to the Auburn Athletics facilities to consult with occupant groups and assess facility cleanliness.
 6. Actively monitors event venues, ensuring all are well maintained, clean, and secure. Develops and oversees a schedule of activity as it relates to event setup, break down, and day-to-day event related activity. Manages event related inventory supplies.
 7. Collaborates with the Chief Operating Officer on developing and monitoring budgets for special events and building services. Creates regular reports as required.
 8. Prepares event planning resource guides for prospective clients to include general information as well as maps and diagrams of event spaces, costs associated with renting spaces, production capabilities, and food and beverage options.
 9. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
 10. Performs other duties as assigned.
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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	Four-year college degree	Degree in Hospitality Management, Event Planning, Public Relations, Public Administration, Business, Communication, or relevant field.
Experience (yrs.)	5	Experience in event planning, event management, public relations. Experience in an athletic environment/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 event management and hospitality management, budgeting principles, contract management, Microsoft Office, vendor management, and event protocol and etiquette knowledge. Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires sitting, 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: 10/20/2022
