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## Auburn University Job Description

Job Title: **Coord, Athletic Programs**

Job Family: No Family

Job Code: **BB89**

Grade AT05 \$39,500 - \$63,200

FLSA status: Exempt

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### Job Summary

Reporting to the Assistant Athletic Director for Student-Athlete Experience, the Athletic Programs Coordinator supports planning, managing, and facilitating student-athlete experience programming in the areas of personal and professional development, social responsibility, and leadership development. Provides leadership support for the Student-Athlete Advisory Committee (SAAC).

### Essential Functions

1. Advises the Student-Athlete Advisory Committee (SAAC). Supports the growth and development of the Executive Board in facilitating and executing organizational operations and initiatives.
2. Provides leadership support and development opportunities through annual goals, budget planning, and execution of initiatives.
3. Creates, develops, and executes personal development programs and events for student-athletes to support a four-year comprehensive student-athlete enhancement curriculum for student-athletes. Advises, counsels, and assists student-athletes in the areas of personal, professional, social and leadership development. Provides resources to promote personal, professional, social, and leadership development for all student-athletes consistent with strategic plan of Auburn Athletics.
4. Assists with planning of annual calendar of events for current student-athletes.
5. Researches and analyzes new and existing programs to provide recommendations for strategies and initiatives to the Assistant Athletic Director for Student-Athlete Experience.
6. Supports the selection process of student-athletes for NCAA, SEC and Auburn Awards.
7. Develops relationships with community and campus partners to improve and expand personal development opportunities and service projects for student-athletes. Participates in professional organizations and conferences related to the mission and service of student-athlete experience.
8. Provides training and support to student-athletes participating in community engagement and service. Coordinates with community service liaison to identify opportunities for student-athletes.
9. Manages and executes student-athlete events to include the annual Tiger Tailgate, Athletics Graduation Reception, AUSPY Awards Show, and other related events. Assists with all preparation and facilitation of all AuburnYOU events as needed.
10. Assists in the recruiting process of prospective student-athletes for all sports.
11. May present introductory student-athlete development presentation for Camp War Eagle, Bridge program, or other events.

### Supervisory Responsibility

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

*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 | No specific discipline.  |
| <b>Experience (yrs.)</b> | 3                        | Experience in student affairs/services, student-athlete development, leadership development, or similar field. Experience in collegiate athletics is required. |

#### 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 Auburn University structure of operation. Working knowledge of NCAA, & SEC rules. Knowledge of basic math. Strong excellent written and oral communication skills; well-developed organizational skills; computer and online application skills; strong customer service orientation; ability to assume responsibility, take initiative, and work independently and in teams. Ability to plan, organize and execute events. A strong ability to work independently, 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.

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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.

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, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 7/11/2022

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