

---

## Auburn University Job Description

Job Title: **Asst AD, Ath Administration Engagement**

Grade: AT08 \$55,800 - \$100,400

Job Code: **BB97**

FLSA status: Exempt

Job Family: Athletics

Job Function:

---

### Job Summary

Manages various aspects of athletics administration, including hosting special guests, organizing events, managing guest lists, conducting quality control assessments, handling gift inventories, serving as a sport administrator, coordinating athletics tours, maintaining vendor relationships, and overseeing student workers and interns. Responsible for enhancing guest experiences, building relationships, and ensuring compliance with relevant policies and regulations.

### Essential Functions

1. Serves as the host for special guests of the athletics department, which may include Board of Trustee members, donors, former student-athletes, dignitaries, and other special guests.
2. Plans and coordinates routine and special events tailored to create exceptional experiences for our honored guests, ensuring that the athletics department consistently delivers seamless and extraordinary encounters.
3. Identifies, selects, and maintains an on-going list of employees, student-athletes, student workers, and other university and community constituents for athletics administration to host.
4. Organizes and executes a wide range of events for employees, student-athletes, student workers, and other stakeholders, aiming to recognize accomplishments and contributions and fosters a sense of achievement within the athletics department.
5. Performs routine quality control assessments during athletics competitions and special events. Identifies areas for enhancement and actively participating in collaborative efforts to enhance the overall experience for fans and student-athletes.
6. Conducts routine quality control evaluations for athletics facilities, identifying potential areas for improvement in fan experience, employee engagement, and the overall experience of student-athletes. Collaborate to devise strategies for enhancement.
7. Selects, identifies, and maintains an inventory of gifts or tokens of appreciation for special guests while adhering to budgetary constraints.
8. Serves as sport administrator for one or more of the Department's 21 sports programs. Works directly with coaching staff in advocating for needs, resolving issues, ensuring compliance, and serving as liaison to the Athletic Director's office. Attends sporting events and advocates and supports student-athletes.
9. Serves as athletics administration's primary point of contact for athletics and campus tours.
10. Fosters and maintains relationships with local vendors and restaurants, with an emphasis on Auburn Sports Properties partners, to ensure athletics administration is well-received and actively contributes to the local community.
11. Identifies, selects, and oversees athletics administration's student workers and interns within the athletics administration, ensuring their effective integration into the department's operations and projects.
12. Complies with all applicable National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC) regulations, and University policies and procedures in the performance of job duties.

### Supervisory Responsibility

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

---

---

## **Auburn University Job Description**

*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.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Bachelor's Degree	No Specific Discipline.
<b>Experience (yrs.)</b>	5	Experience in event planning, event management, athletic administrative support, athletic operations, sports administration, or public relations. Experience in an athletic environment is desired.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions 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 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.

#### **Pre-Employment Screening Requirements**

None required.

---

### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, talking, hearing, .

Job occasionally requires .

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

Date: 10/30/2023

---

---