
Auburn University Job Description

Job Title: **Exec Asst, Athletic Director**

Job Family: No Family

Job Code: **DB28**

Grade AS11 \$44,700 - \$76,000

FLSA status: Exempt

Job Summary

Provides varied high-level administrative support and serves as assistant to the Director of Athletics in the day-to-day operations of the Athletic Department. Responsible for a variety of administrative support functions, events and hospitality, special projects, and coordinates all meetings and internal and external communications. Exercises significant discretion working with sensitive and confidential information in carrying out the directives set forth by the Athletic Director.

Essential Functions

1. Serves as the primary contact for the Athletics Director's office, Athletic Department, other campus departments, and outside agencies with regard to Athletic Department administrative issues. Serves as a liaison with campus partners in assisting with communication on behalf of Athletics.
 2. Manages and maintains the Athletic Director's schedules including meetings, speaking engagements, athletic events and special events; makes travel arrangements; oversees administrative functions of the Director's office.
 3. Prepares routine and recurring correspondence for the Director of Athletics. Corresponds internally and externally on behalf of the Director of Athletics. Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution; drafts original and routine correspondence for the Director's signature and has signature authority where appropriate. Researches, prioritizes and follows up on incoming issues and concerns addressed to the Director of Athletics including those sensitive and confidential in nature.
 4. Assists in managing the Administrative Operations budget. Prepares financial reports of monthly transactions and provides records in preparation for quarterly reports.
 5. Manages multiple databases to include the Athletic Director's Office SharePoint files, key contact lists, and the speaking engagement database to track all event requests, details and decisions. Tracks the Director of Athletics' ticket, credential and parking information for home, away, SEC and NCAA sporting events and other miscellaneous events.
 6. Plans and executes events held by the Director of Athletics to include tracking event RSVPs, details, and logistics. Communicates with appropriate parties accordingly. May serve as event lead and manage event on-site.
 7. Assists other Athletic Department administrative office staff as needed; performs special duties as requested; may supervise subordinate office staff, coordinates Athletic Department activities, events, and work schedules; and monitors and evaluates office production.
 8. Manages special projects including the development of reports, documents and presentations. Works closely with the Executive Team to assist other departments and offices.
 9. Advocates for and contributes to Athletic Department programs, goals, and objectives regarding economy, quality, and customer and donor satisfaction.
 10. Performs general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work
 11. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
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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>
Education	Four-year college degree	No specific discipline.
Experience (yrs.)	5	Experience in complex administrative support services and working with confidential information and in situations that require diplomatic interpersonal skills.

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

Advanced knowledge of modern office practices, procedures, and equipment. Advanced knowledge of athletic protocols and policies, university and foundation budgeting and financial guidelines and policies, payment and procurement policies, event management best practices, and calendaring systems. Ability to professionally represent athletics and the director in contact with stakeholders. Excellent communication and customer service skills. Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy. Excellent leadership skills including the ability to lead and provide direction. Excellent organizational and time management skills. Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.

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, 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.

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Date: 4/20/2022

