AUBURN
Human Resources

Mgr, Athletics Human Resources

Job Description

JOB INFORMATION

Job Code	BA71
Job Description Title	Mgr, Athletics Human Resources
Pay Grade	HR10
Range Minimum	$62,730
33rd %	$77,370
Range Midpoint	$84,690
67th %	$92,000
Range Maximum	$106,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	9/12/2025 2:44:10 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Reporting to the Associate AD, Human Resources, the Manager, Athletics Human Resources provides professional human resources services to employees in the Auburn University Athletics Department in a variety of human Resources functional areas. Works as a member of the Athletics Human Resources team in the execution and implementation of human resources programs, projects, and initiatives while positively influencing organizational performance and outcomes. Provides well-balanced employee guidance and counsel while safeguarding the organization, while adhering to Auburn's policies and procedures.

RESPONSIBILITIES

- In collaboration with the Associate AD of Human Resources, manages and administers the Athletics Department's human resources functions, including but not limited to policy and programs, compliance with applicable laws, procedures, processes, and ethical standards. In partnership with University Human Resources, works to ensure compliance with human resources and/or university policies, procedures, and practices as well as federal and state regulations. Works as a team to ensure consistency in the application of policies throughout the Athletics department through effective communication channels and collaboration.
- Partners and collaborates with employees, supervisors, and leadership to communicate various departmental and/or university human resources policies, procedures, and practices, as well as changes in federal and state regulations that may impact Athletics operations. Maintains accurate recordkeeping to ensure compliance.
- Provides consulting and advisement on human resources functional areas such as recruitment and selection, employee relations, performance management/development, payroll/timekeeping, position management, and staffing policies, procedures, and best practices. Partners with leadership in successful and compliant decisions. Develops/provides resources and works proactively for successful outcomes.
- Effectively administers designated financial and billing data for timely payment of financial obligations. Ensures tracking of information for supporting documentation as needed. Audits funding sources and makes corrections through salary & wage transfers and collaboration with financial staff. Initiates and monitors transition allowance processes and ensures proper & timely payment to employees.
- Collaborates with managers in effectively using management tools/skills designed for process and performance improvement. Develops tools, resources, and workflows to effectively manage work efficiency and accuracy.
- As part of a team, leads development and implements effective and efficient onboarding to ensure a welcoming and inviting experience, and executes offboarding engagement for Athletics employees. Include successful new employee orientation sessions, development of resources, and tracking of successful outcomes.

RESPONSIBILITIES

- Participates in administrative staff meetings and attends other meetings as needed. Professionally represents Athletics both internally and externally. Maintains the strictest confidentiality of Athletics information due to the sensitive nature and public impact.
- Collaborates with Athletics HR team on pay execution and tracking of employment contracts, bonuses, and other actions for athletics staff. Monitors payroll actions and reports to ensure accuracy.
- Complies with all applicable National Collegiate Athletics Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

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 to 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	with no specific discipline.	and	5 years of	broad human resources management experience leading and executing initiatives across multiple HR functions - including employee relations, recruitment, compensation, performance management, training and development, benefits, and HR compliance - within a complex organizational environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources policies, practices, precedents, and laws.	
Excellent interpersonal communications skills. Ability to successfully and positively interact with individuals at different levels in the organization.	
Ability to maintain confidentiality of sensitive information.	
Technical skills to include the ability to learn and navigate multiple systems and programs in execution of responsibilities. Proficient in various computer applications.	
Excellent organizational skills and ability to maintain records for compliance.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
SHRM-CP			Desired	
Professional in Human Resources (PHR)-HRCI			Desired	

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		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

None Required