AUBURN
Human Resources

Assoc AD, Employee Development

Job Description

JOB INFORMATION

Job Code	BA90
Job Description Title	Assoc AD, Employee Development
Pay Grade	AT10
Range Minimum	$83,800
33rd %	$106,140
Range Midpoint	$117,310
67th %	$128,490
Range Maximum	$150,830
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	3/6/2025 3:17:45 PM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

JOB SUMMARY

The Associate Athletic Director of Employee Development leads, designs, and provides professional and personal growth programs and services for all Athletic employees. Provides organizational development services and facilitation to contribute to the department's work culture assessments and response planning.

RESPONSIBILITIES

- Manages, designs, and delivers professional development programs and courses, including leading, administration, and instruction of the department's Accelerated Leadership Program and open enrollment offerings. Creates and operates a Leadership Development program including classes, experiences, group discussions, 360 degree assessments, and individual feedback response plans.
- Provides both team and organizational development services including facilitation, customized courses, individual leader coaching and curriculum created by request.
- Creates and oversees a mentoring program that includes leader participation across the campus.
- Works with the executive team on strategy, department culture and decision-making.
- Provides reports and advisories as the Fan Experience Quality Control executive. Oversees and provides employee/contributor recognitions from game day kudos submissions.
- Creates online courses, recorded courses, participant evaluations, and response plans to update, adjust class content.
- Contributes to and leads the department’s work culture assessments and response planning.
- Represents the athletic department across the campus and community through creation and delivery of content, facilitation, and presentations.
- Serves as sport administrator as assigned. Monitors and approves team activities, practice schedules, finances, required NCAA documentation, tournament and SEC competitions. Serves as liaison between student athletes and coaching staff. Works with community entities on shared facilities, scheduling and construction.
- Creates and updates the department’s Crisis Management Plan including annual testing of the process.

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	No supervisory responsibilities.

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	
Master's Degree	Degree in Education, Organizational Development, Business Administration, or related field.	and	7 years of	Experience in designing and developing training courses related to Organizational Development efforts.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of curriculum and instructional design, survey assessment orchestration and response planning, conversation and team intervention facilitation experience, and leadership development design.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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:

In-State; Domestic