AUBURN
Human Resources

Asst AD, Student-Athlete Development & Professional Advancement

JOB INFORMATION

Job Code	BB22
Job Description Title	Asst AD, Student-Athlete Development & Professional Advancement
Pay Grade	AT09
Range Minimum	$71,320
33rd %	$90,330
Range Midpoint	$99,840
67th %	$109,350
Range Maximum	$128,370
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	6/26/2024 2:07:02 PM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Student Support Services & Academic Support

JOB SUMMARY

Reporting to the Associate Athletic Director for Student-Athlete Development, the Assistant Athletic Director (AD) for Student-Athlete Development oversees Auburn Athletics' alumni relations, student-athlete engagement programs, employer and corporate relations, and alumni student-athlete services for all sports. Responsibilities include managing student-athlete experience programs, focusing on professional development, job placement, and transition support, and coordinating the AuburnYOU Career Network.

RESPONSIBILITIES

- Manages the execution for the implementation of AuburnYOU’s mission to enhance the student-athlete experience of programming, resources, and opportunities. Includes programming, events, and career counseling of student-athletes. Leads in the planning of the annual calendar of events for current student-athletes.
- Manages all aspects of student-athlete enhancement programming including leadership, personal enhancement, and professional development. Designs and executes professional development programming and ensures a smooth transition for student-athletes’ post-athletics. Guides student-athletes in setting professional goals, post-graduate plans, and provides services with resume writing, interviewing skills, and major exploration. Facilitates job placements and internships.
- Provides leadership in WINGS program to support women’s athletics, actively engaging in programs aimed at enhancing the overall experience for female student-athletes.
- Collaborates with Associate AD and strategically works with Tigers Unlimited in efforts to raise dollars and unique opportunities for female student-athletes, donors, and partners.
- Provides direction and supervises the Director of Student-Athlete Enhancement and two graduate assistants in the execution of all programming, events, alumni, and employer connections.
- Develops and maintains AuburnYou Career Network, facilitating internship and career opportunities. Supervises event planning and program development connecting student-athletes with employers and alumni. Builds relationships and determines partnership opportunities with employers. Executes operational plans for employer and alumni engagement and leverages partnerships for former student-athletes. Advises in the planning, oversight, and execution of the AuburnYOU Career Tour which focuses on enhancing and exposing student-athletes to different job sectors and fields. Cultivates relationships with former student-athletes and manages AuburnYou database to ensure connections. Communications connections as appropriate with others. Engages with alumni through various channels including events, social media, and other forms of communications.
- Plans and executes administrative and logistical operations such as interviews and selections of guest speakers, participants, and purchasing to support student-athlete programming.

RESPONSIBILITIES

- Utilize communication channels for storytelling to raise awareness of student-athlete's stories and experiences. Collaborates with Assoc AD and partners in communication.
- Plans game day and alumni student-athlete events, including tailgates, team reunions, and other events that include high-profile alumni and leadership.
- Serves as primary liaison and partner for athletic alumni in oversight of verification, cultivation, and stewardship with Tigers Unlimited staff.
- Collaborates with the Communications Office and external organizations for Auburn Athletics annual recognitions.
- Collaborates with Assoc AD in establishing key performance indicators for student-athlete development. Gathers data through surveys and provides input to leaders.
- Provides guidance to athletics leadership and key constituents both internally and externally as recruiting process of prospective student-athletes for all Olympic Sports. Communicates and ensures all regulations are followed.
- Provides budget management and monitoring of all programming. Provides data and budget status updates to Assoc AD to ensure fiscal targets are met.
- Complies with all applicable National Collegiate Athletic 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	No specific discipline.	and	7 years of	Experience in student-related programs or services, career or professional development, or recruiting. Experience in an athletic environment is desired.	Or
Master's Degree	No specific discipline.	and	5 years of	Experience in student-related programs or services, career or professional development, or recruiting. Experience in an athletic environment is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of NCAA and SEC rules and regulations relating to recruitment efforts and program development.	And
Knowledge of basic math, communication skills, computer knowledge, and event coordination.	And
Ability to work both independently and in a team environment.	And
Ability to speak before an audience.	And
Ability to plan, organize, and execute events.	And
Ability to take initiative, and prioritize in an ever-changing, fast-paced environment in a timely and professional manner.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrate a commitment to building and maintaining strong and trusting relationships with various constituents including student-athletes, colleagues, and university administrators.	

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		
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.