AUBURN
Human Resources

Assoc AD, Student-Athlete Development

Job Description

JOB INFORMATION

Job Code	BB47
Job Description Title	Assoc AD, Student-Athlete 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:	4/17/2024 12:58:16 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Oversees Auburn You student-athlete experience program's strategic vision, leadership, and programming to enhance student-athlete experiences and enhancement, including personal growth, professional development, and overall well-being. Oversees programs to include career exploration and networking, leadership development, and alumni connection. Supervises a team, cultivates employer relationships, coordinates recruitment efforts for Olympic sports, and leads the WINGS initiative to enhance women's athletics.

RESPONSIBILITIES

- Responsible for implementing AuburnYOU's mission to enhance the student-athlete experience by providing strategic vision, goals, and action plans regarding the programming, resources, and opportunities that promote personal growth, professional development, athletics success, and overall well-being of each student-athlete.
- Oversees all aspects of student-athlete enhancement including leadership, personal enhancement, and professional development. Supervises the Student-Athlete Enhancement staff including full-time staff and graduate assistants.
- Oversees and manages all Student-Athlete Development programs including programming, events, and career counseling. Leads WINGS to support women's athletics, actively engaging in programs aimed at enhancing the overall experience for female student-athletes.
- Cultivates employer relationships across various career fields to facilitate partnerships, internships, job shadowing, informational interviews, and career placements for student-athletes. Directs outreach efforts to employers who comprehend the unique nature and commitments of student-athletes. Guides and coordinates college-wide employer engagement initiatives.
- Recruitment: Oversees all aspects of Olympic sports recruiting including developing and implementing best practices, assessing the effectiveness, and serving as a liaison to coaches during recruiting events and activities. Collaborates with information technology, marketing, and branding units to create materials and graphics for recruiting purposes. Oversees on-campus football game day activities for all Olympic Sports to include meals, ticket allocation, seating, and hotel reservations.
- Implements communication strategies for internal and external audiences through Teamworks, social media, email, and recruiting and donor materials to inform, educate, and promote AuburnYOU.
- Leads coordination efforts with coaches, administration, compliance, and AuburnYou units to plan and facilitate the annual student-athlete calendar.

RESPONSIBILITIES

- Fosters relationships with key university constituents including college partners - academic advising, career services, student recruitment and outreach, advancement, and college leaders. Establishes best practices with admissions and academic colleges.
- Develops and manages the Olympic Sports Recruiting and Student-Athlete Experience budget-related expenditures, personnel matters, and strategic planning. Collaborates with local hotels to negotiate and secure accommodations for Auburn Athletics during home football weekends and annual recruiting events.
- 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	Degree in Sports Administration, Business, Communications, Education, Psychology, or relevant field. Master's degree is desired.	and	8 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.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.