AUBURN
Human Resources

Coord, Student-Athlete Engagement

Job Description

JOB INFORMATION

Job Code	BB89
Job Description Title	Coord, Student-Athlete Engagement
Pay Grade	AT05
Range Minimum	$43,910
33rd %	$52,690
Range Midpoint	$57,080
67th %	$61,480
Range Maximum	$70,260
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	1/29/2026 10:35:57 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Student-Athlete Engagement, the Coordinator of Student-Athlete Engagement supports planning, managing, and facilitating student-athlete experience programming in the areas of personal and professional development, social responsibility, and leadership development. Provides leadership support for various programs.

RESPONSIBILITIES

- Provides leadership for different programs to support it's mission, actively engaging in programs aimed at enhancing the overall experience for all student-athletes.
- Provides leadership support and development opportunities through annual goals, budget planning, and execution of initiatives.
- Creates, develops, and executes personal development programs and events for student-athletes to support a four-year comprehensive student-athlete enhancement curriculum for student-athletes. Advises, counsels, and assists student-athletes in the areas of personal, professional, and leadership development. Provides resources to promote personal, professional, and leadership development for all student-athletes consistent with the strategic plan of Auburn Athletics.
- Assists with planning of annual calendar of events for current student-athletes.
- Researches and analyzes new and existing programs to provide recommendations for strategies and initiatives to the Assistant Athletic Director for Student-Athlete Experience.
- Supports the selection process of student-athletes for NCAA, SEC and Auburn Awards.
- Develops relationships with community and campus partners to improve and expand personal development opportunities and service projects for student-athletes. Participates in professional organizations and conferences related to the mission and service of student-athlete experience.
- Provides training and support to student-athletes participating in community engagement and service. Coordinates with community service liaison to identify opportunities for student-athletes.
- Assists with coordination and execution of all student-athlete events to include the annual Tiger Tailgate, Athletics Graduation Reception, and other related events on the yearly programming calendar. Assists with all preparation and facilitation of all AuburnYOU events as needed.
- Assists in the recruiting process of prospective student-athletes for various sports.
- May present introductory student-athlete development presentation for Camp War Eagle, Bridge program, or other events.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	3 years of	experience in student affairs/services, student-athlete development, leadership development, or similar field. Experience in collegiate athletics is desired.	Or
Master's Degree	with no specific discipline.	and	1 year of	experience in student affairs/services, student-athlete development, leadership development, or similar field. Experience in collegiate athletics is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Auburn University structure of operation.	And
Working knowledge of NCAA, & SEC rules.	And
Knowledge of basic math.	And
Strong excellent written and oral communication skills; well-developed organizational skills; computer and online application skills; strong customer service orientation; ability to assume responsibility, take initiative, and work independently and in teams.	And
Ability to plan, organize and execute events.	And
A strong ability to work independently, take initiative, and prioritize in an ever changing, fast paced environment in a timely and professional manner.	And
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		10 lbs
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.