AUBURN
Human Resources

Sr. Assoc AD, Human Resources

Job Description

JOB INFORMATION

Job Code	EB91
Job Description Title	Sr. Assoc AD, Human Resources
Pay Grade	HR15
Range Minimum	$112,420
33rd %	$146,140
Range Midpoint	$163,010
67th %	$179,870
Range Maximum	$213,600
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	8/13/2026 10:04:05 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Directly reporting and accountable to the Executive Deputy Director of Athletics, the Associate Athletics Director (AD) of Human Resources is also accountable to the university's chief human resources officer for administering all unit human resources activities within the scope of approved university and unit-specific policies and compliance obligations. The Associate AD, Human Resources is a key member of the unit's leadership team, responsible and accountable for planning, directing, managing, and controlling unit human resources programs that provide strategic and operational services to employees to improve the workforce and positively influence organizational performance and results. Responsible for building relationships and increasing the internal and external reputation. Provides strategic and operational recommendations to unit's senior leadership regarding projects of significant impact to the unit's strategic mission; leading those projects through effective collaboration with internal and external stakeholders and constituents. Accountable for collaborating with central human resources ensuring alignment with both university and unit-specific policies. Monitors and takes appropriate corrective actions to ensure compliance with university and unit-specific policies, Federal, State, or other governing regulatory and compliance obligations.

RESPONSIBILITIES

- Responsible for the strategic direction and operational management of the unit’s human resources function and staff. Ensures effective recruitment and selection processes, well-informed and compliant pay administration, new-hire onboarding orientations, off-boarding, investigation and resolution of sensitive employee relations issues, targeted staff learning development and trainings, as well as timely and effective performance management administration. Provides consultative guidance to unit leadership.
- Responsible for developing, implementing, and monitoring compliance with unit-specific policies and procedures necessary for the unit to effectively and efficiently achieve its goals, objectives and compliance obligations. Collaborates with central human resources to maintain administrative consistency and compliance with both university and unit-specific policies, procedures, and practices.
- Proactively identifies and analyzes complex problems, evaluates, consults and resolves efficiently and effectively; ensures solutions are consistent across the diverse employee groups within the unit. Develops and presents recommendations to unit leadership, and as appropriate to central human resources management, regarding new or existing university and unit-specific human resources programs, policies, procedures, practices, and guidelines. Develops and analyzes metrics, identifying trends and developing solutions, programs, and policies to increase efficiency and effectiveness of the unit.
- Responsible for planning, managing, and administering the unit’s current and future human resources budgets – meeting the unit’s future staffing requirements that may include retirement forecasting, staffing competencies, skills and professional development requirements. Provides support and insight for workforce and succession planning for varied positions within the unit.

RESPONSIBILITIES

- Collaborates with unit leadership, unit budget authority, and as appropriate, central human resources, to identify and plan for the development of and acquisition of the qualifications and work attributes necessary to achieve the unit's short-term, mid-term, and long-term goals -- Identifying skill complements and job design commonalities between target positions and potential feeder positions. Maintains summary of skill sets and interest resumes of incumbents, identifying potential obstacles regarding the organization's readiness to address skill gaps and training needs.
- Oversees and develops unit-specific internal policies and procedures for recruitment and selection process for new hires ensuring compliance with university and unit-specific policies, procedures, and Federal regulations. Through self and subordinate staff actively participates in the legally compliant recruitment and selection process of all unit vacancies from job posting to final candidate selection. This includes the development of staffing plans, candidate screening, search committees, behavioral interviews, obtaining references, and developing salary offers in collaboration with the hiring supervisor and university Compensation & Classification.
- Coaches supervisors in recruiting and hiring best practices. Reviews declined offers and works with supervisors and management to understand the reasons behind offer declinations and candidate counter-offers.
- In collaboration with AU central human resources, oversees employee onboarding and off boarding processes, ensuring timely and effective on-boarding and off-boarding experiences. Trains unit staff on on-boarding and off-boarding processes. Creates and develops the unit's onboarding and off boarding experience. Builds unit-wide programs that support employees entering and leaving the unit. Conducts exit interviews and utilizes turnover data to advise leadership on employee engagement and retention efforts.
- Proactively monitors and addresses performance concerns through regular check-ins with managers and supervisors; coaching supervisors in appropriate communication (verbal and written) with employees regarding concerns. Oversees and directs supervisors in the performance management process; reviews performance evaluations for clarity and appropriateness of documentation.
- Reviews departmental performance rating trends and provides education and training to improve overall performance outcomes. Correlates performance ratings to merit increase budget to develop a pay for performance culture. Ensures individual performance ratings correlate to any employee relations issues and correct if needed.
- Plans and administers and communicates with supervisors in the performance management process. Establishes internal deadlines in support of the university's performance review program. Reviews appraisals prior to presenting to the employee to ensure fair, consistent, and non-discriminatory practices.
- Develops and implements both university sponsored and unit-specific programs related to training and development. Develops a training schedule as appropriate, and through oneself or others delivers training to supervisors and employees. Receives feedback from unit leadership and employees on success of training and alters plans accordingly. Coordinate and collaborate with Human Resources Development in support of employee development. Assists in facilitating and identifying employee training. Works with managers in effectively using management tools/skills designed to improve performance.

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	in Business Administration, Human Resources, Management, Industrial/Organizational	and	7 years of	demonstrated experience: at professional level (FLSA exempt), and progressively-responsible success, where the jobs' primary	

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
	Psychology or related field. Master's, J.D. or Ph.D. in directly related discipline.			role was HR management, in multiple of the following human resources functional areas: Employment, Compensation, Benefits, Employee relations, Learning & development, Organizational development, and culture management. Supervision: At least 3 of the minimum must have included direct supervisory responsibility.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge gained from having had responsibility and accountability for building and implementing human resources programs in support of complex operational requirements.	And
Additional knowledge of human resources policies, practices, precedents and laws as gained through a combination of education and experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Certification in one of more human resources functional areas from a recognized professional association is preferred.	Upon Hire	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.