



JOB INFORMATION

Job Code	BA71
Job Description Title	Asst AD, Athletics HR
Pay Grade	HR12
Range Minimum	\$72,170
33rd %	\$91,410
Range Midpoint	\$101,030
67th %	\$110,650
Range Maximum	\$129,900
Exemption Status	Exempt
Approved Date:	1/8/2024 2:36:28 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Reporting to the Associate AD, Human Resources, the Assistant AD, Athletics Human Resources provides professional human resources services to employees in the Auburn University Athletics Department in a variety of human Resources functional areas. Works as a member of the Athletics Human Resources team in the execution and implementation of human resources programs and initiatives while positively influencing organizational performance and outcomes. Provides well-balanced employee guidance and counsel while safeguarding the organization while adhering to Auburn's policies and procedures.

RESPONSIBILITIES

- In collaboration with the Associate AD, Human Resources, manages and administers the Athletics Department’s human resources functions, including but not limited to, policy and programs, compliance with applicable laws, procedures, processes, and ethical standards. In partnership with University Human Resources, works to ensure compliance with human resources and/or university policies, procedures, and practices as well as federal and state regulations. Works as a team to ensure consistency in the application of policies throughout the Athletics department through effective communication channels and collaboration.
- Partners and collaborates with employees, supervisors, and leadership to communicate various departmental and/or university human resources policies, procedures, and practices as well as changes in federal and state regulations which may impact Athletics operations.
- Provides consulting and advisement on recruitment and selection policies, procedures, and best practices. Partners with hiring authority in successful and compliant decisions. Develops/provides resources and works proactively in timely outcomes.
- Advises supervisors and managers on identified employee relations issues to resolve concerns while providing a clear course of action and recommendation of appropriate decisions. Provides coaching and guidance to supervisors and managers in the appropriate handling of performance issues; provides guidance on corrective counseling for performance improvement in collaboration with Associate AD, HR.
- As part of a team, provides guidance to supervisors and managers in the performance management process. Review evaluations as requested and may work with managers in effectively using management tools/skills designed to improve performance. Assist in identifying, recommending, and/or facilitating employee training and other development opportunities.
- As part of a team, develops and implements effective and efficient onboarding and offboarding for Athletics employees. Include successful new employee orientation sessions, development of resources, and tracking of successful outcomes.
- May provide guidance on staff planning and position classification guidance in partnership with Assoc AD, Human Resources, Athletics leadership, and University Human Resources.
- Supervises HR Graduate Assistants and manages the HR Graduate Assistant program. In collaboration with the Athletics HR Team, assigns projects and work to the Graduate Assistant.

RESPONSIBILITIES

- Effectively administers designated financial and billing data for timely payment of financial obligations. Ensures tracking of information for supporting documentation as needed.
- Participates in administrative staff meetings and attends other meetings as needed. Professionally represents Athletics both internally and externally.
- May lead or participate in identified special projects for continuous improvement, and documentation of procedures and practices.
- Maintains the strictest confidentiality of Athletics information due to the sensitive nature and public impact.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility May supervise employees but supervision is not the main focus of the job.

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 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 Business Administration or related major area (Industrial/Organizational Psychology, Human Resources, Finance, Accounting, Management, etc.)	And	5 years of	Experience in human resources management including classification and compensation, organizational design, staff development, and/or employment.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources policies, practices, precedents, and laws.

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.

Travel Requirements:

None Required