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## Auburn University Job Description

Job Title: **Assoc AD, Employee Dev**

Job Family: No Family

Job Code: **BA90**

Grade AT10 \$75,400 - \$135,700

FLSA status: Exempt

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### Job Summary

The Associate Athletic Director of Employee Development leads, designs, and provides professional and personal growth programs and services for all Athletic employees. Provides organizational development services and facilitation to contribute to the department's work culture assessments and response planning.

### Essential Functions

1. Manages, designs, and delivers professional development programs including courses, assessments, and diverse learning experiences for athletics department personnel.
2. Creates and operates a Leadership Development program including classes, experiences, group discussions, 360 degree assessments, and individual feedback response plans.
3. Manages, designs, and delivers multi-generational learning programs and experiences with a focused effort on personnel new to the workplace.
4. Works extensively with the executive team advising on strategy, department culture, and decision-making regarding employee development.
5. In concert with Athletics Human Resources, advises supervisory personnel on performance management activities.
6. May perform other duties as assigned.

### Supervisory Responsibility

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

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	Degree in Education, Organizational Development, Business Administration, or related field.
<b>Experience (yrs.)</b>	7	Experience in designing and developing training courses related to Organizational Development efforts.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of curriculum and instructional design, survey assessment orchestration and response planning, conversation and team intervention facilitation experience, and leadership development design.

#### Certification or Licensure Requirements

None required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/13/2021

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