



JOB INFORMATION

Job Code	BA90
Job Description Title	Assoc AD, Employee Dev
Pay Grade	AT10
Range Minimum	\$78,980
33rd %	\$100,040
Range Midpoint	\$110,580
67th %	\$121,110
Range Maximum	\$142,170
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/13/2021

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Administration

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.

RESPONSIBILITIES

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

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	
Master's Degree	Degree in Education, Organizational Development, Business Administration, or related field.	and	7 years of	Experience in designing and developing training courses related to Organizational Development efforts.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

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			
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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.