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## Auburn University Job Description

Job Title:	<b>Asst AD, Human Resources</b>	Job Family:	No Family
Job Code:	<b>BA71</b>	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

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### Job Summary

Provides professional human resource services to employees in the Auburn University Athletics Department in the areas of employment, compensation, employee relations, organizational and human resource development with the result of positively influencing organizational performance and results.

### Essential Functions

1. Oversees and directs the Athletics Department's human resources functions, including but not limited to, policy and program administration, compliance with applicable laws, and procedures and processes.
2. Assesses the effectiveness of HR policies and programs ensuring that goals and objectives are met.
3. With guidance from AU's central human resources department, partners with employees, supervisors and managers to communicate various human resources and/or university policies, procedures, practices as well as changes in federal and state regulations which may impact the operations of athletics.
4. Advises supervisors and managers on employee relations issues to resolve concerns while providing courses of action and/or appropriate decisions. Provides employee relations coaching and guidance to supervisors and managers in the handling of employee performance issues; provides guidance, with input from central human resources, on corrective counseling and performance improvement plans.
5. Oversees and directs supervisors and managers in the performance management process, reviews evaluations as requested and works with managers in effectively using management tools/skills designed to improve performance. Assist in facilitating and identifying employee training.
6. In partnership with AU's central human resources, works to ensure compliance with human resources and/or university policies, procedures, practices as well as federal and state regulations and ensures consistency in the application of policies throughout the Athletics department.
7. Assist's in building Athletics leadership's supervisors' and managers' awareness of federal, state, and appropriate NCAA regulatory compliance obligations in the administration of their human resources talent.
8. Will serve as the designated liaison with AU's central human resources. Participates in administrative staff meetings and attends other meetings as needed. Development and oversight of onboarding and termination process for employees leaving athletics.
9. Partners with supervisors and managers to evaluate organizational structure, develop new or modified position descriptions, and provide recommendations regarding staffing; coaches supervisors and managers in recruiting and hiring best practices.
10. Working collaboratively with AU's central human resources, maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training,

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evaluating, and making or recommending pay, promotion or other employment decisions.

*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>	Four-year college degree	Degree in Business Administration or related major area (Industrial/Organizational Psychology, Human Resources, Finance, Accounting, Management, etc.)
<b>Experience (yrs.)</b>	5	Experience in human resources management including classification and compensation, organizational design, staff development, and/or employment

### 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 human resources policies, practices, precedents, and laws.

### 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, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 1/15/2016

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