
Auburn University Job Description

Job Title: **Asst AD, Student-Athlete Exp**

Job Family: No Family

Job Code: **BB47**

Grade AT08 \$55,800 - \$100,400

FLSA status: Exempt

Job Summary

Responsible for carrying out the mission of AuburnYOU's total student-athlete experience by providing the programming, resources and opportunities that promote personal growth, professional development, athletics success and overall well-being of each student-athlete. Also manages, designs, develops, modifies, and represents the Athletics Department's recruiting programs while ensuring NCAA and SEC compliance.

Essential Functions

1. Responsible for carrying out the mission of AuburnYOU's total student-athlete experience by providing the programming, resources and opportunities that promote personal growth, professional development, athletics success and overall well-being of each student-athlete.
2. Manages the Student-Athlete Enhancement staff including full-time staff members two graduate assistants.
3. Implements strategic initiatives for student-athlete experience programming in alignment with the Athletics Department's strategic plan.
4. Implements and promotes communication strategies for both internal and external communication through Teamworks, social media, email, and recruiting and donor materials with the goal of informing, educating, and promoting AuburnYOU.
5. Builds a developmental approach to leadership for student-athletes using input and collaboration from athletics administration, coaches, AuburnYOU staff, and campus partners.
6. Oversees all aspects of Olympic sport recruiting including development, implementation of best practices, and assessment of effectiveness; serves as liaison to coaches in planning and executing recruiting events and activities; works with information technology, marketing, and branding units in creating materials and graphics for recruiting purposes.
7. Cooperatively works with other teams on: budget related expenditures, hiring and personnel matters and actions, and actively creates the development and implementation of strategic and long-range plans, goals, objectives, office policies, procedures, and practices.
8. Complies with all applicable NCAA and SEC regulations in the performance of job duties.

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.

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>
Education	Four-year college degree	Degree in Sports Administration, Business, Communications, Education, Psychology, or relevant field.
Experience (yrs.)	5	Experience in preparing, coordinating, and implementing athletic recruiting activities, events, and processes while collaborating with multiple stakeholders and/or experience in developing programs to enhance student education in the areas of personal growth, professional development, and athletics success.

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 NCAA and SEC rules and regulations relating to recruitment efforts and program development.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 12/10/2019
