

JOB INFORMATION

Job Code	BB47
Job Description Title	Assoc AD, Student-Athlete Development
Pay Grade	AT10
Range Minimum	\$75,400
33rd %	\$95,500
Range Midpoint	\$105,500
67th %	\$115,600
Range Maximum	\$135,700
Exemption Status	Exempt
Approved Date:	4/17/2024 12:58:16 PM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Student Support Services & Academic Support

JOB SUMMARY

Oversees Auburn You student-athlete experience program's strategic vision, leadership, and programming to enhance student-athlete experiences and enhancement, including personal growth, professional development, and overall well-being. Oversees programs to include career exploration and networking, leadership development, and alumni connection. Supervises a team, cultivates employer relationships, coordinates recruitment efforts for Olympic sports, and leads the WINGS initiative to enhance women's athletics.

RESPONSIBILITIES

- Responsible for implementing AuburnYOU's mission to enhance the student-athlete experience by providing strategic vision, goals, and action plans regarding the programming, resources, and opportunities that promote personal growth, professional development, athletics success, and overall well-being of each student-athlete.
- Oversees all aspects of student-athlete enhancement including leadership, personal enhancement, and professional development. Supervises the Student-Athlete Enhancement staff including full-time staff and graduate assistants.
- Oversees and manages all Student-Athlete Development programs including programming, events, and career counseling. Leads WINGS to support women's athletics, actively engaging in programs aimed at enhancing the overall experience for female student-athletes.
- Cultivates employer relationships across various career fields to facilitate partnerships, internships, job shadowing, informational interviews, and career placements for student-athletes. Directs outreach efforts to employers who comprehend the unique nature and commitments of student-athletes. Guides and coordinates college-wide employer engagement initiatives.
- Recruitment: Oversees all aspects of Olympic sports recruiting including developing and implementing best practices, assessing the effectiveness, and serving as a liaison to coaches during recruiting events and activities. Collaborates with information technology, marketing, and branding units to create materials and graphics for recruiting purposes. Oversees on-campus football game day activities for all Olympic Sports to include meals, ticket allocation, seating, and hotel reservations.
- Implements communication strategies for internal and external audiences through Teamworks, social media, email, and recruiting and donor materials to inform, educate, and promote AuburnYOU.
- Leads coordination efforts with coaches, administration, compliance, and AuburnYou units to plan and facilitate the annual student-athlete calendar.
- Fosters relationships with key university constituents including college partners - academic advising, career services, student recruitment and outreach, advancement, and college leaders. Establishes best practices with admissions and academic colleges.

RESPONSIBILITIES

- Develops and manages the Olympic Sports Recruiting and Student-Athlete Experience budget-related expenditures, personnel matters, and strategic planning. Collaborates with local hotels to negotiate and secure accommodations for Auburn Athletics during home football weekends and annual recruiting events.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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.
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MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	Degree in Sports Administration, Business, Communications, Education, Psychology, or relevant field. Master's degree is desired.	And	8 years of	Experience in student-related programs or services, career or professional development, or recruiting. Experience in an athletic environment is desired.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.