



## AAU NATIONAL HEADQUARTERS STAFF JOB DESCRIPTION

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**TITLE:** Human Resource Manager  
**CLASSIFICATION:** Administrative  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** The President & CEO

### **PRINCIPLE ACTIVITIES & GENERAL FUNCTIONS:**

- Manage and administer the classification/compensation and personnel administrative programs for the Amateur Athletic Union (AAU).
- Work with the President & CEO and department heads, to ensure that compensation policies and regulation are communicated, understood, and utilized, by conducting training sessions for all hiring officials, on personnel policies and procedures as necessary.
- Obtain or develop competitive salary data on an annual basis and, recommend appropriate salary structure adjustments to the President & CEO.
- Prepare, revise and maintain all official personnel information and records for the AAU.
- Prepare a yearly salary survey of comparable workforce to present to the President.
- Work with Insurance Broker to review and evaluate employee health, dental, life and long term disability benefit plans. Communicate plan changes to existing employees annually.
- Work with Retirement Plan administrator to ensure compliance with required communication to employees. Explain plan to new employees and answer plan questions for existing employees.
- Administer all employee fringe benefits.

## **KNOW HOW/ENTRY REQUIREMENTS:**

- Bachelor's degree in Human Resource Management or Business Administration.
- Proficiency in Microsoft Word, Excel, PowerPoint, Access and Outlook.
- Minimum of 2 – 3 years' experience.

## **EFFECTS ON END RESULTS:**

The Human Resource Manager should provide a solid foundation on which employee records are kept and current information is being imparted to all employees.

**How to Apply** : Please submit Resume and fill out application  
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