AUBURN
Human Resources

Spec III, Student Support Services (Ath)

Job Description

JOB INFORMATION

Job Code	AA30C
Job Description Title	Spec III, Student Support Services (Ath)
Pay Grade	AT05
Range Minimum	$43,910
33rd %	$52,690
Range Midpoint	$57,080
67th %	$61,480
Range Maximum	$70,260
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/24/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Responsible for overseeing the day-to-day operations and activities of the academic support functions provided by the Athletic Student Support Services.

RESPONSIBILITIES

- Oversees multiple services related to academic support designed to benefit the student athlete. Recommends and implements programmatic policies and procedures for tutoring services and study table services. Assesses effectiveness of programs and services.
- Hires, trains, supervises, and assesses part time tutors and study table monitors. Ensures programs are properly staffed with appropriate academic subject experts.
- Assigns tutors to specific student athletes and tracks details of pairings and sessions ensuring student athletes are academically successful and athletically eligible.
- Compiles, maintains, and evaluates relevant data to ensure accurate and accessible records related to content area and/or programs.
- Facilitates successful communication between tutors, mentors, academic counselors, and student-athletes concerning programs and services.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
- May perform other job-related duties as assigned.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

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.

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 to 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	
Bachelor's Degree	in Education, Business Administration, Psychology, Sports Management, or related field	and	4 years of	experience in program oversight related to academic support services. Experience must include at least 2 years at the preceding level or equivalent.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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