AUBURN
Human Resources

Sr Assoc AD, Student-Athlete Support & Administration

JOB INFORMATION

Job Code	BA20
Job Description Title	Sr Assoc AD, Student-Athlete Support & Administration
Pay Grade	AT11
Range Minimum	$95,060
33rd %	$123,580
Range Midpoint	$137,840
67th %	$152,100
Range Maximum	$180,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	2/26/2025 3:55:40 PM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Compliance

JOB SUMMARY

Reporting to the Deputy AD/SWA, the Sr Assoc AD, Student-Athlete Support & Administration is responsible for the reporting of the Equity in Athletics Disclosure Act Report and ensures compliance with Title IX. It serves as the primary contact for the NIL platform, facilitates NIL education, and addresses online infringement issues. Additionally, the position involves creating group licensing materials, coordinating educational sessions, and providing strategies related to new NIL legislation.

RESPONSIBILITIES

- Oversees the reporting of the Equity in Athletics Disclosure Act Report, which includes providing projections for athletic department and staff team roster sizes that are within Title IX compliance.
- Works in conjunction with the Title IX office to coordinate annual Title IX educational training for all student-athletes, coaches, and staff members in accordance with NCAA rules and regulations.
- Directs oversight of the NCAA Campus and Sexual Violence Attestation form which includes coordinating the signature of the Athletic Director and President.
- Serves as the primary contact point for the name, image, and likeness (NIL) platform (INFLCR), working with both Auburn Athletics staff and student-athletes to navigate the platform. Act as a liaison between student-athletes and external constituents. Review and process student-athlete third-party NIL opportunities for NCAA and institutional compliance. Facilitate student-athlete NIL education related to personal branding, entrepreneurship, and personal finance.
- In conjunction with the Auburn Trademark and Licensing office, creates and distributes group licensing educational materials for student-athletes. Coordinates educational sessions and ensures student-athlete rosters and registrations are up-to-date. Promotes the group licensing program and reports its results to athletics department staff. Addresses online infringement issues related to student-athlete NIL, including notifying student-athletes and third-party entities regarding the use of Auburn intellectual property.
- Provides strategies and research related to new NIL legislation, laws, and rules as they are introduced. Offer legislative updates and summary recommendations for the athletics department.
- Oversees sports camp programs, camps, and clinics, ensuring programs align with university policies, and assisting with scheduling of camp venues.
- Serves as an athletic sports administrator, responsible for the effective and consistent execution of competition and practice schedules, team, travel, roster management, scholarship, budget, operational budget decisions, and student aid experience factors for the varsity sports program.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern (SEC) regulations in the performance of job duties.

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	No supervisory responsibilities.

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 Sports Administration, Management, Business Administration, or related field.	and	5 years of	experience in interpreting and applying athletic rules and regulations set by the NCAA and intercollegiate conference.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations.	
Excellent communication and organizational skills, as well as problem-solving and trouble-shooting capabilities.	
Demonstrated ability to maintain and develop personal contacts with outside groups, i.e. student-athletes, coaches, professional representatives, fans, media, donors, University community. Ability to stay abreast of information impacting the affected area.	

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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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:

No special vision requirements.

Travel Requirements:

Domestic