AUBURN
Human Resources

Sr Assoc AD, Student Services

Job Description

JOB INFORMATION

Job Code	BA21
Job Description Title	Sr Assoc AD, Student Services
Pay Grade	AT12
Range Minimum	$111,700
33rd %	$145,210
Range Midpoint	$161,970
67th %	$178,720
Range Maximum	$212,230
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	4/3/2024 2:16:47 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Directs and has primary responsibility for a variety of support services for student-athletes through StudentAthlete Support Services (SASS), leading strategic planning, policy, and procedure implementation, overseeing program development, staff supervision, budget management, and compliance with NCAA regulations.

RESPONSIBILITIES

- Provides strategic advice and counsel to, seeks advice from, the Director of Athletics and the Executive Deputy Athletic Director on strategic planning, policy development, and procedure implementation, related to the Student-Athlete Support Services (SASS). Serves as an Athletics executive team member offering insight and direction on SASS initiatives and priorities.
- Directs and oversees all ongoing programs and activities carried out by Student-Athlete Support Services (SASS) including staffing needs, work allocation, and organizational structure. Directs and oversees the delivery of support services to student-athletes including academic advising, tutorial, and learning center programs ensuring student-athletes are in the best position to maximize academic accomplishments while maintaining eligibility. Serves as direct liaison between academic units on campus and the Athletic Department.
- Provides leadership and supervision to Athletics Student Services staff to ensure adherence to goals, policies, procedures, and services for student-athlete support. Serves as a direct liaison between SASS, academic units on campus, and other units in the Athletic Department, fostering collaboration and coordination.
- Develops and oversees the SASS budget, ensuring available funds are used effectively to achieve academic and budgetary objectives effectively
- Collects and evaluates data on SASS operations to assess program effectiveness and alignment with university-wide goals, implementing changes for improvement as needed. Compiles academic achievement data for student-athletes and provides comprehensive reports to key stakeholders.
- Educates Sports Administrators and coaching staff on academic requirements, policies, and procedures impacting student-athletes.
- Identifies, researches, and collaborates on timely solutions for academic issues affecting student-athletes, fostering a supportive and solution-oriented environment within SASS.
- Ensures both SASS staff and oneself are fully informed of and compliant with all National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations as well as Auburn University policies and procedures, facilitating professional development opportunities to maintain adherence.

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	Supervises others with full supervisory responsibility.

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	
Master's Degree	No specific discipline.	and	10 years of	Experience in the management or coordination of student services.	Or
Terminal	to include PhD, Juris Doctorate (JD), or Doctor of Education (EdD). No specific discipline.	and	8 years of	Experience in the management or coordination of student services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations, academic, admissions, financial aid policies and procedures, student development theory, budget planning, implementation, and analysis.	And
Knowledge of student development and counseling theories, Federal Educational Rights and Privacy Act (FERPA) guidelines, legal and ethical guidelines regarding employment, JLD Federal guidelines, and NACE Professional Standards for career services.	And
Knowledge National Collegiate Athletic Association (NCAA) rules and regulations, academic, admissions, financial aid policies and procedures, student development theory, and analysis.	

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.

Travel Requirements:

In-State; Domestic