AUBURN
Human Resources

Asst AD, Student Athlete Support Services

Job Description

JOB INFORMATION

Job Code	BA30
Job Description Title	Asst AD, Student Athlete Support Services
Pay Grade	AT08
Range Minimum	$62,010
33rd %	$78,550
Range Midpoint	$86,820
67th %	$95,090
Range Maximum	$111,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	5/14/2025 2:57:35 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

This position serves in a leadership capacity by supervising and guiding full-time and part-time employees within Student Athlete Support Services (SASS). Assists in the direction and coordination of Student Athlete Support Services by collaborating with the Senior Associate AD of SASS and Associate ADs of SASS, and providing recommendations aimed at streamlining academic support services for student-athletes.

RESPONSIBILITIES

- Advises at-risk student-athletes on goals, curriculum, course load, study habits, and scheduling, while monitoring progress towards degree and ensuring eligibility for participation in sports. Participates in recruiting by meeting with recruits and their families.
- Serves as subject matter expert on policies and federal guidelines for International Student-Athletes, liaising with the Office of International Programs.
- Serves as a subject matter expert on the University's Academic Honesty Code, assisting students through the process. Creates and presents workshops on plagiarism and academic honesty during Summer Bridge. Reviews and explains materials involved with students and participates in hearings as their advisor.
- Provides advisement and counseling for students in matters related to goals, choice of curriculum, course load, study habits, and course scheduling and selection.
- Supervises, trains, guides, oversees, and evaluates Academic Counselors in Olympic Sports, ensuring proper tracking, monitoring, communication, and forecasting of eligibility benchmarks.
- Coordinates and monitors development programs for student-athletes to include identifying at-risk students, referring students to clinical psychologists or other appropriate professionals when needed, planning tutoring programs, and scheduling class-study times.
- Collaborates with the Senior Associate AD, SASS, and Associate ADs to streamline academic support services for student-athletes, ensuring compliance with NCAA, SEC, and Auburn University policies. Researches alternatives for program improvements.
- Instructs student-athletes on issues related to personal development.
- Coordinates with the Students with Disabilities office to ensure accommodations and services needed for student-athletes with disabilities are available.
- Analyzes and maintains records and files in order to present written and oral reports to groups or individuals.
- Provides information to coaches concerning students and prospective student-athletes' needs and academic/eligibility issues.
- Serves as a search committee chair overseeing the hiring process for open positions.

RESPONSIBILITIES

- Builds and strengthens campus partnerships (e.g., Academic Affairs, Practical Advising, Advisor's Caucus).
- Complies with all applicable National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC), and Auburn University 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	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 Psychology, Counseling, Education, Business, Sports Management, Educational Psychology, Collaborative Education, or related field.	and	6 years of	experience in various student-related programs or services such as recruiting, advising, or counseling.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations, and AU academic, admissions, financial aid policies and procedures.	
Knowledge of the Federal Education Rights and Privacy Act (FERPA) guidelines and legal and ethical guidelines regarding employment.	

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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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

Vision Requirements:

No special vision requirements.

Travel Requirements:

None Required