AUBURN
Human Resources

Assoc AD, Compliance

Job Description

JOB INFORMATION

Job Code	BA41
Job Description Title	Assoc AD, Compliance
Pay Grade	LC13
Range Minimum	$88,040
33rd %	$111,520
Range Midpoint	$123,260
67th %	$135,000
Range Maximum	$158,470
Exemption Status	Exempt
Organizational use restricted to the following divisions	116 SVP-Legal Affairs & Gen Counsel; 130 Director Intercollegiate Athletics
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/17/2023

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Athletics Compliance

JOB SUMMARY

Ensures that the University complies with current NCAA and SEC rules and regulations regarding member institutions and develops policies and procedures to ensure compliance with rules and regulations. Supervises the Athletics Compliance staff, leading as a compliance system subject matter expert, and offers counsel while interpreting rules and regulations for executive staff, faculty, and others as needed.

RESPONSIBILITIES

- Serves as a compliance system subject matter expert. Collaborates as a decision-making partner with the Senior Associate AD of Compliance and other senior leaders. Provides counsel, responds to questions, and interprets rules and regulations for executive staff, faculty, and others on an ad hoc basis.
- Oversees, supervises, and fosters the development of the Athletics Compliance staff while ensuring the athletic staff is well-trained regarding compliance matters.
- Provides counsel, guidance and scheduled formal training to coaches, staff members, and student athletes on NCAA and SEC rules and regulations.
- Analyzes NCAA and SEC rules and regulations governing member institutions plus University institutional policies, develops specific procedures, and guides the implementation of these to ensure University compliance.
- Leads high-profile sports programs to ensure compliance and provide advisory support, collaborating closely with senior leadership, coaches, and staff members.
- Responsible for writing, making updates and keeps a current compliance policies and procedures manual on file for use.
- Reviews ongoing University activities and plans, determines whether they are in compliance, and recommends changes and corrections as necessary.
- Maintains close contact with SEC and NCAA offices to receive latest rules and regulations, to clarify interpretation as necessary, to assess impact on Auburn University athletic program and to represent Auburn University at NCAA and SEC conferences and meetings concerning institutional compliance.
- Researches, prepares and validates various reports for assessing program effectiveness and presents briefings to committee members and senior executives to keep them informed about the program.
- Oversees ongoing programs and activities of the unit and subordinate functional units through upper level management, planning, controlling, coordinating, negotiating, budgeting, counseling, advising others, and resolving problems.

RESPONSIBILITIES

- Investigates potential SEC and NCAA violations by communicating with upper level management, University General Counsel and any external counsel assigned by the university.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (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	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	Degree in Sports Administration, Management, Business Administration, or related field	and	7 years of	Experience in administering a compliance program at the national or institutional level or enforcement program that includes interpreting and applying athletic rules and regulations set by NCAA and SEC. At least 1 year of experience supervising or leading staff.	

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			more than 100 lbs
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			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.