AUBURN
Human Resources

Asst AD, Compliance

Job Description

JOB INFORMATION

Job Code	BA72
Job Description Title	Asst AD, Compliance
Pay Grade	LC12
Range Minimum	$76,560
33rd %	$96,970
Range Midpoint	$107,180
67th %	$117,390
Range Maximum	$137,800
Exemption Status	Exempt
Organizational use restricted to the following divisions	116 SVP-Legal Affairs & Gen Counsel; 130 Director Intercollegiate Athletics
Approved Date:	9/26/2025 5:27:03 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Assistant Athletic Director (AD) for Compliance is responsible for assisting in the oversight and administration of the compliance program as it relates to a high-profile sports program. This role manages the day-to-day compliance mechanics for the sport and serves as a contact for coaches, staff, and student-athletes. The Assistant AD plays a critical role in ensuring operational compliance and advancing a culture of integrity.

RESPONSIBILITIES

- Monitors National Collegiate Athletic Association (NCAA), College Sports Commission (CSC), and Southeastern Conference (SEC) rules for high-profile sports, including but not limited to recruiting activities, eligibility, and playing/practice seasons.
- Researches and provides rule interpretations for staff and student-athletes, escalating complex or precedent-setting issues to the Senior Associate AD.
- Serves as a compliance liaison to coaches, staff, and student athletes by providing guidance on day-to-day regulatory matters.
- Leads the coordination of compliance education initiatives for the sports programs, including developing materials and conducting training sessions.
- Manages recruiting and eligibility documentation processes, ensuring timely and accurate submissions to the conference and NCAA.
- Conducts targeted audits and internal reviews of program activities to safeguard against violations.
- Collaborates with admissions, financial aid, and academic services on student-athlete certification and monitoring.

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, Education, or related field.	and	5 years of	experience in administering a compliance program that includes interpreting and applying athletic rules and regulations set by NCAA.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of National Collegiate Athletic Association (NCAA) rules and regulations.	
Excellent communication and organizational skills, as well as problem-solving and troubleshooting capabilities.	
Demonstrated ability to maintain and develop personal contacts with outside groups, i.e., student-athletes, coaches, professional representatives, fans, media, donors, and the 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			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.