AUBURN
Human Resources

Sr. Assoc AD, Governance & Strategic Initiatives

Job Description

JOB INFORMATION

Job Code	BA93
Job Description Title	Sr. Assoc AD, Governance & Strategic Initiatives
Pay Grade	LC15
Range Minimum	$112,420
33rd %	$146,140
Range Midpoint	$163,010
67th %	$179,870
Range Maximum	$213,600
Exemption Status	Exempt
Organizational use restricted to the following divisions	116 SVP-Legal Affairs & Gen Counsel
Approved Date:	9/25/2025 11:41:56 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Senior Associate Athletics Director (AD) for Governance & Strategic Initiatives provides leadership in managing strategic projects, advancing governance initiatives, and ensuring continuity of leadership. The role is designed to support forward-looking planning while maintaining accountability for select regulatory functions.

RESPONSIBILITIES

- Collaborates with the Executive Associate AD of Compliance in the daily operations and delivery of services to ongoing programs and activities in functional areas through planning, evaluating, advising, and counseling to ensure compliance with rules.
- Provides feedback to the Executive Associate AD of Compliance on the planning of policies and procedures and implementation of long and short-range plans and strategies, and functional areas.
- Provides counsel and guidance to coaches, staff members, and student-athletes in assigned sports to ensure the needs of the program are met and rules are upheld.
- Assesses program effectiveness and consistency with university-wide programs and goals and provides feedback, where needed, on changes for improvement.
- Assures appropriate controls are in place to adequately safeguard departmental assets.
- May serve as liaison between other departments to ensure the needs of assigned programs are met, and serves on a variety of committees.
- Provides leadership continuity by assisting with decision-making, representation, and consistent communication of compliance policies in the Executive Senior Associate AD's absence, as appropriate.
- Monitors and interprets evolving NCAA and SEC legislation, including NIL, roster management, and scholarship regulations, and assists in preparing the department for timely adaptation. Assists with the integration of new and evolving regulatory requirements into new and existing athletic department practices, policies, and procedures.
- Coordinates with campus partners (e.g., financial aid, registrar, legal, HR, Title IX) to ensure integrated compliance practices and support institutional control.
- Develops and delivers modern compliance education programs for coaches, staff, and student-athletes, leveraging both in-person and digital platforms.
- Serves as sport liaison for assigned high-profile programs, providing rules interpretations and compliance guidance while escalating complex matters as needed.
- Contributes to risk assessment, audit readiness, and process improvements to strengthen the department's compliance operations and reporting.

RESPONSIBILITIES

- May represent the Athletics Department in meetings, conferences, and other public functions.
- 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	in Sports Administration, Management, Business Administration, Education, or related field.		8 years of	extensive leadership experience directing a compliance program at the autonomy conference level, with responsibility for adherence to all applicable rules and regulations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations; budget planning and analysis, accounting principles, and safety guidelines.	
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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting					X	
Lifting				X		Up to 25 pounds
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.