AUBURN
Human Resources

Admstr I, Ath Compliance

Job Description

JOB INFORMATION

Job Code	BB07A
Job Description Title	Admstr I, Ath Compliance
Pay Grade	LC07
Range Minimum	$45,750
33rd %	$54,900
Range Midpoint	$59,480
67th %	$64,050
Range Maximum	$73,200
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	9/18/2025 9:45:27 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates and assists with SEC and NCAA compliance issues for Auburn athletics.

RESPONSIBILITIES

- Coordinates activities and supervises visits of potential recruits for intercollegiate sports.
- Administers the compliance monitoring system for the athletic department that includes, but is not limited to: athlete eligibility requirements, monitoring athlete events and schedules, and monitoring of athletes' academic progress.
- Coordinates and provides educational training and rules interpretations for coaches and staff on SEC and NCAA rules.
- Assists with the design and development of compliance materials, including newsletters, manuals, and training materials.
- Administers the NCAA-funded student-athlete opportunity fund and special assistance fund for athletes in need.
- Issues tickets/admissions for athletic events to prospective student athletes and high school coaches.
- Assists in planning and participates in events, including coaching clinics, A-Day activities, and game day events.
- Coordinates and monitors NCAA documents for all sports.
- Advises others on SEC and NCAA regulations related to athletic compliance issues.
- 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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	0 years of	experience in interpreting and applying NCAA and institutional rules and regulations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures			X		
Hazards			X		
Wet and/or humid			X		
Noise			X		
Chemical			X		
Dusts			X		
Poor ventilation			X		

Vision Requirements:

Ability to see information in print and/or electronically.