AUBURN
Human Resources

Dir, Athletics Learning Services

Job Description

JOB INFORMATION

Job Code	BB50
Job Description Title	Dir, Athletics Learning 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:	3/6/2026 2:15:44 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Director of Learning Services oversees vital operations, specializing in providing necessary and innovative services and resources to Auburn University's most at-risk student-athletes. This individual is responsible for directing, overseeing, monitoring, and assessing the implementation of proactive, intensive, and sustained essential learning strategies for at-risk student-athletes in a highly competitive academic setting by professional staff to enhance student success and develop independent and self-motivated learners. This support is comprehensive and incorporates the efforts of Learning Specialists, Strategists, and Tutors following industry best practices as well as the development of innovative strategies.

RESPONSIBILITIES

- Oversees critical operations of Athletics Learning Services, to include supervising personnel, assessing needs, evaluating services, and researching best practices regarding developing at-risk student-athletes.
- Leads, directs, supervises, and evaluates staff, including oversight of work, training, and assistance with difficult situations. Includes providing input into hiring decisions and overseeing the professional development of team members.
- Supervises data-driven programs and services designed to meet the unique needs of at-risk student-athletes to increase retention and graduation. Monitors the development of individualized learning plans and integrates the efforts of Strategists and Tutors following industry best practices and developing innovative strategies.
- Guides and monitors the development, implementation, and assessment of programmatic and training initiatives and serves as a vital resource to Student-Athlete Support Services (SASS) staff, including Academic Counselors, Strategists, and Tutors, to ensure service providers are equipped with the skills and techniques required to best serve at-risk student-athletes.
- Leads the collaboration between SASS and the Office of Accessibility as well as the external screening and diagnostic service, providing additional assessment of at-risk student-athletes. This includes ensuring student-athletes are advocated for when needed in regards to the process beginning with an intake and initial assessments through diagnosis and utilization of accommodations.
- Directs and oversees a comprehensive summer bridge program that begins to acclimate students to the rigor of college while also strategically providing needed remediation in the areas of math, reading, and writing.
- Supervises the development and teaching of workshops to targeted student-athletes focused on decision-making, time management, organization, self-advocacy, reading, math, study skills, and goal setting.
- Coordinates processes including initial screening, assessment, and diagnostic testing of student-athletes, and ensures referrals for additional testing by an external entity as needed. Additionally, consults and

RESPONSIBILITIES

	collaborates with Clinical Psychologists and other professionals regarding the interpretation and use of data related to students diagnosed with disabilities or experiencing academic challenges.
•	Works one-on-one with at-risk student-athletes employing specific individualized learning strategies to enhance academic skill development.
•	Maintains confidential records and historical data.
•	Ensures goals and objectives are met with strict adherence to NCAA, SEC, and Auburn University policies and procedures.
•	May teach courses related to student-athlete transition.

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	
Master's Degree	in Education, Counseling, Special Education or other degree relevant to position.	and	5 years of	Experience in providing individual tutoring support, study skills assistance, time management strategies, or other learning support instruction to students. Experience working with students experiencing academic challenges for any reason, including but not limited to, a lack of academic preparation, skills, motivation, or a diagnosed learning disability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of concepts, practices, and procedures regarding learning strategies.	And
Ability to interpret a range of assessment tools.	And
Knowledge of NCAA and SEC rules and regulations regarding student-athletes.	

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			10 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.