AUBURN
Human Resources

Coord III, Athletic Academic Certification

Job Description

JOB INFORMATION

Job Code	BB57
Job Description Title	Coord III, Athletic Academic Certification
Pay Grade	SR08
Range Minimum	$43,990
33rd %	$52,790
Range Midpoint	$57,190
67th %	$61,590
Range Maximum	$70,390
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/2/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Registrar

JOB SUMMARY

Reporting to the Associate Registrar for Athletic Compliance, the Coordinator, Athletic Academic Certification coordinates the academic certification of select athletic teams and student-athletes, including review of academic eligibility per National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) requirements. Evaluates and reviews transcripts for potential transfer student-athletes. Assists in submission of NCAA reports and other duties within the Office of the Registrar.

RESPONSIBILITIES

- Leads the collection, analyzation, and evaluation of the academic information from multiple sources to assess the overall progress towards degree requirements of student athletes. Communicates with Athletic Compliance Office, Student-Athlete Academic Services and college academic advisors to obtain the academic information.
- Evaluates transcripts from other accredited institutions for student-athletes and prospective student-athletes to determine applicability to Auburn University's requirements.
- Completes and assesses transfer evaluations or preliminary transfer evaluations for prospective and current student athletes and administers approvals or denials for credit.
- Certifies the academic eligibility of select athletic teams and student athletes per NCAA, SEC, and University rules.
- Consults with University Athletic Compliance on NCAA and SEC rules and by-laws concerning student athlete eligibility.
- Assists in the collection and completion of required NCAA reports and requests concerning student athlete eligibility, including Academic Performance Rate (APR) and Graduation Success Rate (GSR).
- Coordinates certification for club sport squads and other University groups as requested.
- Assists with other relevant duties within the Office of the Registrar including, but not limited to, transfer credit and evaluation for the general student body.
- Communicates University policies and procedures relating to functions of the Office of the Registrar in accordance with Alabama legislation, FERPA guidelines and interpretations, and accreditation agencies; maintains knowledge and stays abreast of changes in University policies, regulations, procedures, and curriculum.
- Complies with all 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	Degree in Education, Business, Sports Administration, Liberal Arts, or related field.	and	4 years of	Experience in advising or counseling, admission processes, complying with NCAA rules and regulations, or academics in higher education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of NCAA eligibility requirements.	
Advanced knowledge of and ability to interpret and apply NCAA rules and regulations.	
Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.	
Knowledge of and the ability to interpret and apply related University policies, procedures, principles, and practices.	
Knowledge of Student Information System (Banner).	
Excellent communication skills: oral, written, and presentation	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.