AUBURN
Human Resources

Assoc AD, Student-Athlete Academic Services

Job Description

JOB INFORMATION

Job Code	BB98
Job Description Title	Assoc AD, Student-Athlete Academic Services
Pay Grade	AT10
Range Minimum	$83,800
33rd %	$106,140
Range Midpoint	$117,310
67th %	$128,490
Range Maximum	$150,830
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/30/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Senior Associate Athletics Director (AD), Student-Athlete Support Services (SASS), the Associate AD, Student-Athlete Academic Services oversees the daily operations of football and men's basketball student-athletes and the Academic Counselors assigned to them. May also
provide supervision to Academic Counselors working with other teams. Manages and understands the unique challenges and pressures facing the population of football and men's basketball student-athletes. Responsible for optimizing opportunities for academic success by serving as the SASS liaison with football and men's basketball coaching staff, identifying areas where academic services need improvement or additional resources, and mentoring the Academic Counselors working with the student-athletes. Works closely with the Senior Associate AD SASS and the Associate AD SASS Operations to ensure the smooth and effective operation of all academic support services provided to student-athletes. Responsible for the regular comprehensive review, proactive monitoring, accurate management, forecasting, and communication of continuing eligibility data and NCAA benchmarks for football and men's basketball students with the goal of optimizing student-athletes's academic success. Ensures compliance with all NCAA, SEC, and Auburn University academic policies.

RESPONSIBILITIES

- Collaborates as a key decision-making partner with the Senior Associate AD, SASS, and the Associate AD, SASS Operations to strategically enhance academic support services for student-athletes while ensuring compliance with NCAA, SEC, and Auburn University policies.
- Serves as the primary academic liaison for men’s basketball and football. Manages the ongoing eligibility requirements for these two teams in accordance with NCAA and SEC regulations and Auburn University academic policies. Collaborates strategically with the Compliance team to assess the initial eligibility of prospective transfer students in football and men’s basketball.
- Serves as an academic counselor with a caseload of football and men’s basketball student-athletes. Maintains regular communication with coaches, administrators, on-campus stakeholders, the SASS Academic Counselors assigned to the teams, and the student-athletes. Conducts ongoing evaluations and assessments of academic services offered within SASS, including tutoring, the Strategist program, and objective-based study tables.
- Supervises a team of Academic Counselors, including those working with football, men’s basketball, and Olympic teams, as well as overseeing graduate assistants assigned to the Academic Counselors.
- Manages key platforms and processes integral to the SASS mission, including the class checking system, on-campus orientations, and other relevant platforms and processes as they arise. Reviews and approves

RESPONSIBILITIES

	various internal SASS procedures, collaborating closely with academic counselors to ensure the smooth operation of academic support services for student-athletes.
•	Partners with the Learning Specialist to enhance the Summer Bridge (and mini-bridge in the spring semester) Program's effectiveness, providing valuable support and guidance to incoming students during each summer session. This collaboration involves developing and implementing strategies
•	to facilitate the successful transition of new students into the academic environment and includes annual evaluation and preparation for a new cohort of students each session.
•	Complies with all applicable National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC), and Auburn University 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	
Master's Degree	Degree with no specific discipline is required. Degree in Education, Counseling, Sports Management, Business, or related field is preferred.		8 years of	Experience in managing academic counseling programs, such as recruiting, advising, and/or counseling.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge National Collegiate Athletic Association (NCAA) rules and regulations, academic, admissions, financial aid policies and procedures, student development theory, and analysis.	
Knowledge of student development and counseling theories, Federal Educational Rights and Privacy Act (FERPA) guidelines, legal and ethical guidelines regarding employment, JLD Federal guidelines, and NACE Professional Standards for career services.	

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			Up to 10 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 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.