



JOB INFORMATION

Job Code	BA28A
Job Description Title	Asst AD I, Compliance
Pay Grade	LC11
Range Minimum	\$64,150
33rd %	\$81,250
Range Midpoint	\$89,810
67th %	\$98,360
Range Maximum	\$115,460
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/8/2011

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Ensures that the University complies with current NCAA and SEC rules and regulations regarding member institutions and develops policies and procedures to ensure compliance with rules and regulations.

RESPONSIBILITIES

- Analyzes NCAA and SEC rules and regulations governing member institutions plus University institutional policies, develops specific procedures, and guides the implementation of these to ensure University compliance.
- Responsible for writing, making updates and keeps a current compliance policies and procedures manual on file for use.
- Provides counsel, guidance and scheduled formal training to coaches, staff members, and student athletes on NCAA and SEC rules and regulations.
- Provides counsel, answers questions, and interprets rules and regulations for executive staff, faculty, and others on an ad hoc basis.
- Reviews ongoing University activities and plans, determines whether they are in compliance, and recommends changes and corrections as necessary.
- Maintains close contact with SEC and NCAA offices to receive latest rules and regulations, to clarify interpretation as necessary, to assess impact on Auburn University athletic program and to represent Auburn University at NCAA and SEC conferences and meetings concerning institutional compliance.
- Researches, prepares and validates various reports for assessing program effectiveness and presents briefings to committee members and senior executives to keep them informed about the program.
- Oversees ongoing programs and activities of the unit and subordinate functional units through upper level management, planning, controlling, coordinating, negotiating, budgeting, counseling, advising others, and resolving problems.
- Investigates potential SEC and NCAA violations by communicating with upper level management, University General Counsel and any external counsel assigned by the university.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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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 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 Sports Administration, Management, Business Administration, or related field	And	5 years of	Experience in administering a compliance program that includes interpreting and applying athletic rules and regulations set by NCAA and SEC	

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

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization.

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	
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.