
Auburn University Job Description

Job Title: **Exec Assoc AD, Compliance**

Grade AT13 \$114,100 - \$228,200

Job Code: **BA93**

FLSA status: Exempt

Job Family: Athletics

Job Function: Athletics Compliance

Job Summary

Reporting to the Executive Associate Athletic Director of Compliance, the Executive Associate Athletic Director (AD) of Compliance directs and oversees the daily operations of the Athletic Compliance unit to ensure adherence with all NCAA, SEC, and University policies. Responsible for the implementation and administration of the procedures for maintaining compliance with rules and regulations.

Essential Functions

1. Directs the daily operations and oversees the delivery of services to on-going programs and activities in functional areas through managing, planning, evaluating, advising, counseling and budgeting of programs and staff to ensure that they comply with rules and are informed of their individual responsibilities for a commitment to compliance. Supervises sports and support entities, as assigned, in administration, staff development, student-athlete recruitment, retention and graduation.
2. Provides advice and counsel to the Executive Associate Athletics Director on strategic planning policies and procedures and implementation of long and short-range plans and strategies. Responsible for implementing policies, procedures, goals, long and short-range plans and strategies.
3. Provides guidance and recommendations to the Executive Associate Athletics Director in regard to subordinate functional areas.
4. Provides counsel and guidance to coaches, staff members, and student-athletes in assigned sports to ensure the needs of the program are met and rules upheld.
5. Assesses program effectiveness and consistency with university wide programs and goals and institutes changes for improvement.
6. Assures appropriate controls are in place to adequately safeguard departmental assets.
7. Serves as liaison between other departments to ensure the needs of assigned programs are met and serve as a liaison to the Committee on Intercollegiate Athletics and the Faculty Athletics Representative.
8. Directs and oversees all department income and expenditures, including reviewing functional reports for accuracy.
9. Represents the Athletics Department in meetings, conferences, and other public functions.
10. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Degree in Sports Administration, Management, Business Administration, or related field.
Experience (yrs.)	8	Experience in administering a compliance program that includes interpreting and applying athletic rules and regulations set by NCAA and SEC.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations; budget planning and analysis, accounting principles and safety guidelines. Excellent communication and organizational skills, as well as problem-solving and trouble-shooting capabilities. Demonstrated ability to maintain and develop personal contacts with outside groups, i.e. student-athletes, coaches, professional representatives, fans, media, donors, University community. Ability to stay abreast of information impacting the affected area.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires .

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/5/2023
