

### JOB INFORMATION

Job Code	BA93
Job Description Title	Exec Assoc AD, Compliance
Pay Grade	AT13
Range Minimum	\$119,590
33rd %	\$159,450
Range Midpoint	\$179,380
67th %	\$199,310
Range Maximum	\$239,170
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/5/2023

### JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Compliance

### JOB SUMMARY

Reporting to the Executive Associate Athletic Director of Compliance, the Senior Associate Athletic Director 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.

### RESPONSIBILITIES

- Directs the daily operations and oversees the delivery of services to ongoing 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.
- 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.
- Provides guidance and recommendations to the Executive Associate Athletics Director in regard to subordinate functional areas.
- 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.
- Assesses program effectiveness and consistency with university-wide programs and goals and institutes changes for improvement.
- Assures appropriate controls are in place to adequately safeguard departmental assets.
- Serves as liaison between other departments to ensure the needs of assigned programs are met and serves as a liaison to the Committee on Intercollegiate Athletics and the Faculty Athletics Representative.
- Directs and oversees all department income and expenditures, including reviewing functional reports for accuracy.
- Represents the Athletics Department in meetings, conferences, and other public functions.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
----------------------------	---

## 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.	8 years of	Experience in administering a compliance program that includes interpreting and applying athletic rules and regulations set by NCAA and SEC.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

## 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		Up to 25 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 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.