



**JOB INFORMATION**

Job Code	BB07A
Job Description Title	Admstr I, Ath Compliance
Pay Grade	LC07
Range Minimum	\$43,130
33rd %	\$51,750
Range Midpoint	\$56,070
67th %	\$60,380
Range Maximum	\$69,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/21/2022

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Coordinates and assists with SEC and NCAA compliance issues for Auburn athletics.

**RESPONSIBILITIES**

- Coordinates activities and supervises visits of potential recruits for intercollegiate sports.
- Administers the compliance monitoring system for the athletic department that includes but is not limited to: athlete eligibility requirements, monitoring athlete events and schedules and monitoring of athletes academic progress.
- Coordinates and provides educational training and rules interpretations for coaches and staff on SEC and NCAA rules.
- Assists with design and development of compliance materials to include newsletters, manuals, and training materials.
- Administers the NCAA funded student-athlete opportunity fund and special assistance fund for athletes in need.
- Issues tickets/admissions for athletic events to prospective student athletes and high school coaches.
- Assists in planning and participates in events including coaching clinics, A-Day activities, and game day events.
- Coordinates and monitors NCAA documents for all sports.
- Advises others of SEC and NCAA regulations related to athletic compliance issues.
- 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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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	0 years of	Experience in 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 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:  Office and Administrative Support

### 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 temperatures			X		
Hazards			X		
Wet and/or humid			X		
Noise			X		
Chemical			X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Dusts			X		
Poor ventilation			X		

### **Vision Requirements:**

Ability to see information in print and/or electronically.