

### JOB INFORMATION

Job Code	BB30
Job Description Title	Assoc Registrar-Ath Compliance
Pay Grade	SR12
Range Minimum	\$64,610
33rd %	\$81,840
Range Midpoint	\$90,450
67th %	\$99,060
Range Maximum	\$116,290
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/23/2020

### JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Registrar

### JOB SUMMARY

Under general direction of the University Registrar, oversees the daily operations of the Office of the Registrar including, but not limited to, all student registration processes, residency advising, academic honesty violations, transcript functions, class scheduling, athletic compliance, and graduation. Primarily responsible and accountable for managing, coordinating, and overseeing National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) athletic compliance and eligibility responsibilities within the Office of the Registrar.

### RESPONSIBILITIES

- Collaborates with University Registrar, Associate Registrars, Assistant Registrars, and other critically involved parties to ensure academic integrity is upheld. Recommends changes and/or updates to University policy and develops and implements initiatives and programs utilized for student academic pursuits.
- Acts as campus liaison for the Office of the Registrar and is responsible for communicating University policies and procedures as they relate to the functions and operations of the Office of the Registrar in accordance with current Alabama legislation and FERPA guidelines. Responsible for maintaining expansive knowledge of any modification in University policies, regulations, procedures, and curriculum and must ensure adherence to stated doctrines by all University parties.
- Performs and directs the certification of eligibility of all student athletes to participate in practice and intercollegiate competition each semester. Creates assessment techniques for determining effectiveness of the athletic certification process. Manages and supervises a team of individuals responsible for all University transfer evaluation functions including domestic, international, and military transfer credit, as well as AP and IB credit.
- Interprets and applies NCAA certification regulations for maintaining student certification data collaboratively with the Auburn Athletic Compliance office. Reviews and processes daily reports and maintains accurate NCAA certification records and files on all student athletes. Collects and analyzes information from multiple sources to ensure all standards are being met.
- Reviews and evaluates annual changes in NCAA certification rules to develop new procedures and/or reports to facilitate and ensure adherence to the new/changed rules. Ensures all rules and regulations set forth by the NCAA, the SEC, and Auburn University are followed.
- Responsible for training advisors and other University staff on NCAA rules and regulations and acts as the initial point of contact for persons with questions or concerns regarding eligibility. Responds to requests from faculty, administration, students, and others for information regarding a wide variety of issues. Oversees the Office of the Registrar training program on the Banner Student Information System for all campus employees to ensure the integrity of student records.
- Represents the Office of the Registrar at University athletics committee meetings in addition to collaborating and communicating with the offices of Athletic Compliance and Athletic Academic Services. Represents the

## RESPONSIBILITIES

Office of the Registrar at other University committee meetings while maintaining relationships with entities on campus as well as third party vendors to assist in the development of University processes and procedures concerning populations of non-traditional students.
<ul style="list-style-type: none"> <li>Responsible for the preparation of NCAA reports. Develops and maintains a schedule to ensure timely reporting throughout the year and presents results of reports as needed to various groups.</li> <li>Supervises Office of the Registrar staff and resources. Responsible for appraising performance, making salary recommendations, and ensuring that the training and development needs of staff are met.</li> <li>Performs selected duties of the University Registrar in his/her absence including, but not limited to, representation on committees, attending meetings, and giving formal presentations.</li> </ul>

## 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.
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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	
Master's Degree	Degree in Education, Business Management, Communications, Public/Business Administration, or related field. Doctoral degree or Juris Doctorate degree preferred.	And	6 years of	Exempt-level experience in NCAA compliance. Progressively responsible experience in administering student services and operations in a highly automated environment at a four-year college/university. At least 3 years' experience hiring, developing, supervising, and evaluating managerial and professional staff.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Expert knowledge in NCAA and SEC compliance regulations.	
Knowledge of federal, state, and higher education accreditation agencies' policies and procedures and curriculum content.	
Knowledge of Family Educational Rights and Privacy Act (FERPA).	
Required Skills: effective written, oral, listening, and customer service skills. Strong attention to detail.	

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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## 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.