Auburn University Job Description

Job Title: Coord I, Ath Acad Certification  
Job Code: BB55  
FLSA status: Exempt  
Job Family: No Family  
Grade SR05 $33,400 - $46,800

Job Summary

Reporting to the Associate Registrar for Athletic Compliance, the Coordinator, Athletic Academic Certification assists in the academic certification of select athletic teams and student-athletes, including review of academic eligibility per National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) requirements. Assists in submission of NCAA reports and other duties within the Office of the Registrar.

Essential Functions

1. Collects, analyzes, and evaluates academic information from multiple sources to assess the overall progress towards degree requirements of student athletes.
2. Evaluates transcripts from other accredited institutions for student-athletes and prospective student-athletes to determine applicability to Auburn University's requirements.
3. Assists in the certification of the academic eligibility of select athletic teams and student athletes per NCAA, SEC, and University rules.
4. Assists in the collection and completion of required NCAA reports and requests concerning student athlete eligibility, including Academic Performance Rate (APR) and Graduation Success Rate (GSR).
5. Assists with other relevant duties within the Office of the Registrar including, but not limited to, transfer credit and evaluation for the general student body.
6. Complies with all Auburn University, National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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

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<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<td>Degree in Education, Business, Sports Administration, Liberal Arts, or related field.</td>
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Minimum Required Knowledge

Certification or Licensure Requirements

Substitutions allowed for Education:

Substitutions allowed for Experience:

Physical Requirements/ADA

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

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, .

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, .

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

Date: 5/2/2022