
Auburn University Job Description

Job Title: **Assoc AD, Student-Athlete Academic Services** Grade AT10 \$75,400 - \$135,700

Job Code: **BB98**

FLSA status: Exempt

Job Family: Athletics

Job Function: Student Support Services & Academic Support

Job Summary

Reporting to the Senior Associate Athletics Director (AD), Student Athlete Support Services (SASS), the Associate AD, Student-Athlete Academic Services oversees daily operations of football and men's basketball student-athletes and the Academic Counselors assigned to them. May also provide supervision to Academic Counselors working with other teams. Manages and understands the unique challenges and pressures facing the population of football and men's basketball student-athletes. Responsible for optimizing opportunities for academic success by serving as the SASS liaison with football and men's basketball coaching staffs, identifying areas where academic services need improvement or additional resources, and mentoring the Academic Counselors working with the student-athletes. Works closely with the Senior Associate AD SASS and the Associate AD SASS Operations to ensure smooth and effective operation of all academic support services provided to student athletes. Responsible for the regular comprehensive review, proactive monitoring, accurate management, forecasting, and communication of continuing eligibility data and NCAA benchmarks to for football and men's basketball students with the goal of optimizing student-athletes' academic success. Ensures compliance with all NCAA, SEC, and Auburn University academic policies.

Essential Functions

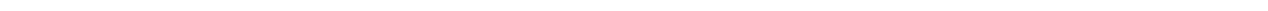
1. Collaborates as a key decision-making partner with the Senior Associate AD, SASS and the Associate AD, SASS Operations to strategically enhance academic support services for student-athletes while ensuring compliance with NCAA, SEC, and Auburn University policies.
 2. Serves as the primary academic liaison for men's basketball and football. Manages the ongoing eligibility requirements for these two teams in accordance with NCAA and SEC regulations and Auburn University academic policies. Collaborates strategically with the Compliance team to assess the initial eligibility of prospective transfer students in football and men's basketball.
 3. Serves as an academic counselor with a caseload of football and men's basketball student-athletes. Maintains regular communication with coaches, administrators, on-campus stakeholders, the SASS Academic Counselors assigned to the teams, and the student-athletes. Conducts ongoing evaluations and assessments of academic services offered within SASS, including tutoring, the Strategist program, and objective-based study tables.
 4. Supervises a team of Academic Counselors, including those working with football, men's basketball, and Olympic teams, as well as overseeing graduate assistants assigned to the Academic Counselors.
 5. Manages key platforms and processes integral to the SASS mission, including the class checking system, on-campus orientations, and other relevant platforms and processes as they arise. Reviews and approves various internal SASS procedures, collaborating closely with academic counselors to ensure the smooth operation of academic support services for student-athletes.
 6. Partners with the Learning Specialist to enhance the Summer Bridge (and mini-bridge in spring semester) Program's effectiveness, providing valuable support and guidance to incoming students during each summer session. This collaboration involves developing and implementing strategies to facilitate the successful transition of new students into the academic environment and includes annual evaluation and preparation for a new cohort of students each session.
 7. Complies with all applicable National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC), and Auburn University regulations in the performance of job duties.
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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.

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	Master's Degree	Degree in Education, Counseling, Sports Management, Business, or related field.
Experience (yrs.)	8	Experience in managing academic counseling programs, such as recruiting, advising, and/or counseling.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge National Collegiate Athletic Association (NCAA) rules and regulations, academic, admissions, financial aid policies and procedures, student development theory, and analysis. Knowledge of student development and counseling theories, Federal Educational Rights and Privacy Act (FERPA) guidelines, legal and ethical guidelines regarding employment, JLD Federal guidelines, and NACE Professional Standards for career services.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

None Required.

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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 11/30/2023
