
Auburn University Job Description

Job Title: **Sr Assoc AD, Student Svcs**

Job Family: No Family

Job Code: **BA21**

Grade 40: \$104,500 - \$174,200

FLSA status: Exempt

Job Summary

Directs and has primary responsibility for a variety of support services for student athletes and leads strategic planning, policy, and procedure implementation and oversight.

Essential Functions

1. Directs and oversees on-going programs and activities in subordinate functional areas related to student services for athletes.
2. Provides guidance and recommendation to upper level management in regards to subordinate functional areas concerning operations issues such as budgeting, personnel, coordinating, and planning.
3. Serves as direct liaison between academic units on campus and the Athletic Department.
4. Provides advise and counsel to the Director of Athletics on strategic planning, policy, and procedure development, and implementation strategies.
5. Assesses program effectiveness and consistency with university-wide programs and goals and institutes changes for improvement.
6. Directs and oversees the delivery of support services to student-athletes including academic advising, tutorial and learning center programs, drug awareness, career planning, life skills enrichment, and personal counseling.
7. Evaluates academic records for prospective students, assesses potential for success at college level, monitors academic progress, and directs special attention to at-risk individuals.
8. Provides oversight to the NCAA Sportsmanship Initiative and the Special Assistance Fund/Student Athlete Opportunity Fund.
9. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Masters Degree	Degree in Education, Education Administration, Counseling or related field
Experience (yrs.)	10	Experience in the management or coordination of student services

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 of Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) rules and regulations, academic, admissions, financial aid policies and procedures, student development theory, budget planning, implementation, and analysis.

Certification or Licensure 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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 6/8/2011
