
Auburn University Job Description

Job Title:	Asst AD, Compliance	Level I	Grade 36 \$58,500 - \$97,600
Job Code:	BA28	Level II	Grade 37 \$67,300 - \$112,100
FLSA status:	Exempt		

Job Summary

Ensures that the University complies with current NCAA and SEC rules and regulations regarding member institutions and develops policies and procedures to ensure compliance with rules and regulations.

Essential Functions

1. Analyzes NCAA and SEC rules and regulations governing member institutions plus University institutional policies, develops specific procedures, and guides the implementation of these to ensure University compliance.
2. Responsible for writing, making updates and keeps a current compliance policies and procedures manual on file for use.
3. Provides counsel, guidance and scheduled formal training to coaches, staff members, and student athletes on NCAA and SEC rules and regulations.
4. Provides counsel, answers questions, and interprets rules and regulations for executive staff, faculty, and others on an ad hoc basis.
5. Reviews ongoing University activities and plans, determines whether they are in compliance, and recommends changes and corrections as necessary.
6. Maintains close contact with SEC and NCAA offices to receive latest rules and regulations, to clarify interpretation as necessary, to assess impact on Auburn University athletic program and to represent Auburn University at NCAA and SEC conferences and meetings concerning institutional compliance.
7. Researches, prepares and validates various reports for assessing program effectiveness and presents briefings to committee members and senior executives to keep them informed about the program.
8. Oversees ongoing programs and activities of the unit and subordinate functional units through upper level management, planning, controlling, coordinating, negotiating, budgeting, counseling, advising others, and resolving problems.
9. Investigates potential SEC and NCAA violations by communicating with upper level management, University General Counsel and any external counsel assigned by the university.
10. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position plus 5 years of experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to staff and coaches.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields	Bachelors degree in discipline appropriate to position plus 7 years of experience. Experience must include 2 years of experience at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Bachelors degree in discipline appropriate to position plus 5 years of experience.

Level II Bachelors degree in discipline appropriate to position plus 7 years of experience. Experience must include 2 years of experience at the preceding level or equivalent.

Focus of Education

Degree in Sports Administration, Management, Business Administration, or related field

Focus of Experience

Experience in administering a compliance program that includes interpreting and applying athletic rules and regulations set by NCAA and SEC

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 National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations; budget planning and analysis, accounting principles and safety guidelines

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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

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

Date: 2/26/2009
