
Auburn University Job Description

Job Title: **Assoc AD, Student Ath Sup Svcs**

Job Family: No Family

Job Code: **BA34**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

Job Summary

Directs the operations of Student Athlete Support Services.

Essential Functions

1. Counsels student athletes on academic and personal issues to include making referrals for all available resources.
2. Directs, maintains, updates, and assesses the effectiveness of the study curriculum and researches alternatives for program improvements.
3. Directs the professional tasks related to the direction and coordination of student athlete support services.
4. Directs the professional tasks related to the direction and coordination of student athlete support personnel, to include a Graduate Assistant program.
5. Maintains records, prepares reports and makes recommendation to appropriate officials concerning athlete services.
6. Facilitates the planning, design, implementation, and effectiveness of various student athlete services to include (but not limited to) freshman orientation, academic counseling, tutorial and learning center programs, life skills, career planning, and personal counseling.
7. May, at the direction of the Sr. Assoc AD, represent the SASS at meetings and events.
8. 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, Counseling, 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.

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: 10/9/2012
