Auburn University Job Description

Job Title: Athletic Transcript Evl/Adv
Job Code: BB28
FLSA status: Exempt

Job Summary
Evaluates, interprets, and determines if Auburn University athletes satisfy NCAA and SEC progress toward degree requirements.

Essential Functions
1. Evaluates transcripts from other accredited institutions for student-athletes and prospective student-athletes to determine applicability to Auburn University's general core requirements.
2. Completes and assesses transfer evaluations or preliminary transfer evaluations for perspective and current student athletes and administers approvals or denials for credit.
3. Certifies the academic eligibility of all student athletes per NCAA, SEC, and University rules.
5. Collects, analyzes, and synthesizes information from multiple sources, as needed, for submission to the Athletic Department by assessing the overall progress towards degree requirements of student athletes.
6. Communicates University policies and procedures relating to functions of the Office of the Registrar in accordance with Alabama legislation, FERPA guidelines and interpretations, and accreditation agencies; maintains knowledge and stays abreast of changes in University policies, regulations, procedures, and curriculum.
7. Complies with all applicable 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.

Level I Grade 30 $28,000 - $46,700
Level II Grade 31 $31,300 - $52,100

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.
Auburn University Job Description

Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.</td>
<td>知道并应用特定领域的基本概念、实践和程序。</td>
<td>Bachelors degree in discipline appropriate to position plus 2 years experience.</td>
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<td>II</td>
<td>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 managers or faculty.</td>
<td>知道并应用特定领域的高级概念、实践，以及与特定领域相关的程序，以及对相关领域的意识。</td>
<td>Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* 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 2 years experience.

Level II  Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

<table>
<thead>
<tr>
<th>Focus of Education</th>
<th>Focus of Experience</th>
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<tbody>
<tr>
<td>Degree in Education, Business, Liberal Arts, or related</td>
<td>Experience in advising or counseling, admission processes, or academics in higher education</td>
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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.

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, reaching, 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: 12/6/2013