
Auburn University Job Description

Job Title:	Ath Transcript Evl/Adv	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	BB28	Level II	Grade 31 \$31,300 - \$52,100
FLSA status:	Exempt	Level III	Grade 32 \$35,000 - \$58,400

Job Summary

Evaluates, interprets, and determines if current and prospective Auburn University student-athletes satisfy NCAA and SEC progress toward degree requirements. Assists in submission of NCAA reports and other duties within the Office of the Registrar.

Essential Functions

1. 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.
2. Evaluates transcripts from other accredited institutions for student-athletes and prospective student-athletes to determine applicability to Auburn University's requirements.
3. Completes and assesses transfer evaluations or preliminary transfer evaluations for prospective and current student athletes and administers approvals or denials for credit.
4. Certifies the academic eligibility of all student athletes per NCAA, SEC, and University rules.
5. Consults with University Athletic Compliance on NCAA and SEC rules and by-laws concerning student athlete eligibility.
6. Assists in the collection and completion of required NCAA and SEC reports concerning student athlete eligibility.
7. Assists with other relevant duties within the Office of the Registrar including, but not limited to, transfer credit and evaluation for the general student body.
8. 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.
9. Complies with all 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.

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 immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close 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.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	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.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years 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** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Education, Business, Liberal Arts, Sports Administration, or related field

Focus of Experience

Experience in advising or counseling, admission processes, complying with NCAA rules/regulations, or academics in higher education

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, talking, hearing, handling objects with hands,

Job occasionally requires standing, walking, reaching,

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

Date: 1/16/2019
