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## Auburn University Job Description

Job Title: **Assoc Registrar-Ath Compliance**  
Job Code: **BB30**  
FLSA status: Exempt

Job Family: No Family  
Grade 33:\$35,000 - \$58,400

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### Job Summary

Manages, coordinates, and oversees National Collegiate Athletic Association (NCAA) athletic compliance responsibilities within the Office of the Registrar.

### Essential Functions

1. Performs and directs the evaluation and certification of eligibility of new, continuing, transfer, and international student athletes to participate in practice and intercollegiate competition each semester; creates assessment techniques for determining effectiveness of the athletic certification process.
2. Oversees and supervises registration team personnel.
3. Oversees the preparation of NCAA reports; develops and maintains a schedule to ensure timely reporting throughout the year.
4. Interprets and applies NCAA certification regulations for maintaining student certification data collaboratively with the Auburn Athletic Compliance office; reviews and processes daily reports and maintains accurate NCAA certification records and files on all student athletes.
5. Represents and evaluates annual changes in NCAA certification rules to develop new procedures and/or reports to facilitate and ensure adherence to the new/changed rules; ensures all rules and regulations set forth by the NCAA, the SEC, and Auburn University are followed.
6. Reviews and evaluates annual changes in NCAA certification rules to develop new procedures and/or reports to facilitate and ensure adherence to the new/changed rules; ensures all rules and regulations set forth by the NCAA, the SEC, and Auburn University are followed.
7. Collects and analyzes information from multiple sources to ensure NCAA standards related to degree requirements of student athletes are being met.
8. Performs selected duties of the University Registrar in his/her absence including, but not limited to, representation on committees, attends meetings, and formal presentations.
9. Responds to requests from faculty, administration, students, parents, and others for information regarding a wide variety of grading, registration, and compliance issues.
10. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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>
<b>Education</b>	Four-year college degree	Degree in Education, Business, Liberal Arts, or related.
<b>Experience (yrs.)</b>	3	Experience in NCAA regulations, university registration and records processes.

#### 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 federal, state, and higher education accreditation agencies policies and procedures, and curriculum content and NCAA and SEC compliance regulations. Knowledge of Family Educational Rights and Privacy Act (FERPA).

#### Certification or Licensure Requirements

None Required.

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### 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, and lifting up to 25 pounds.

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

Date: 2/27/2015

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