
Auburn University Job Description

Job Title: **Assoc AD, Student-Athlete Support Services Operations** Grade AT10 \$75,400 - \$135,700

Job Code: **BA34**

FLSA status: Exempt

Job Family: Athletics

Job Function: Student Support Services & Academic Support

Job Summary

Reporting to the Senior Associate Athletics Director (AD), Student Athlete Support Services (SASS), the Associate AD, Student-Athlete Support Services Operations oversees daily operations and provides supervision and guidance to full and part time employees within SASS. Works closely with the Senior Associate AD and the Associate AD, Student-Athlete Academic Services to ensure smooth and effective operation of all academic support services provided to student athletes. The Associate AD SASS Operations strategically manages SASS personnel, services, and resources to establish an efficient and effective environment that aligns with the unit's mission and adapts to the evolving academic requirements of Auburn's student-athletes. Responsible for the regular comprehensive review, proactive monitoring, accurate management, forecasting, and communication of continuing eligibility data and NCAA benchmarks to diverse stakeholders, with the goal of optimizing student-athletes' academic success. Ensures compliance with all NCAA, SEC, and Auburn University academic policies.

Essential Functions

1. Collaborates as a key decision-making partner with the Senior Associate AD, SASS and the Associate AD, Student-Athlete Academic Services to strategically enhance academic support services for student-athletes while ensuring compliance with NCAA, SEC, and Auburn University policies.
2. Oversees and coordinates key aspects of the ongoing monitoring, communication, and forecasting related to the academic progress and continuing eligibility of Auburn's student-athletes. This includes comprehensive analysis of continuing eligibility data and benchmarks for all teams to support students' participation in Varsity Sports. Collaborates closely with Compliance and Office of the Registrar staff on eligibility concerns and oversees the Athletic Certification process for SASS at the end of each semester.
3. Supervises daily operations, direction, and coordination of the SASS unit. Develops, implements, manages, and evaluates the effectiveness of the unit's services, resources, and programs.
4. Provides supervision, guidance, and oversight for Academic Counselors, the Learning Specialist, Tutor Coordinator, administrative staff, and part-time staff members including the Academic Strategist Coordinator and Graduate Assistants (GAs). Serves as a liaison with campus departments to create and maintain pipelines for Graduate Assistants. Determines placement of GAs in SASS and guides evaluation of each GA every semester.
5. Manages or facilitates multiple processes including, but not limited to, recruitment and hiring of full and part-time staff, Graduate Assistants, and student workers, and ensures effective communication of academic expectations and behavior to Sport Administrators and Coaches related to class attendance, tutor and strategist session attendance, study table requirements, and student meetings with Academic Counselors.
6. Manages the distribution of travel excuses for class absences due to team travel for all athletic teams.
7. Complies with all applicable National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC), and Auburn University regulations in the performance of job duties.

Supervisory Responsibility

Auburn University Job Description

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.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in Education, Counseling, Sports Management, Business, 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.

Pre-Employment Screening 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: 11/30/2023
