
Auburn University Job Description

Job Title: **Assoc AD, Compliance**

Grade LC13 \$77,000 - \$138,600

Job Code: **BA41**

FLSA status: Exempt

Job Family: Legal, Compliance & Audit

Job Function: Athletics Compliance

Job Summary

Ensures that the University complies with current NCAA and SEC rules and regulations regarding member institutions and develops policies and procedures to ensure compliance with rules and regulations. Supervises the Athletics Compliance staff, leading as a compliance system subject matter expert, and offers counsel while interpreting rules and regulations for executive staff, faculty, and others as needed.

Essential Functions

1. Serves as a compliance system subject matter expert. Collaborates as a decision-making partner with the Senior Associate AD of Compliance and other senior leaders. Provides counsel, responds to questions, and interprets rules and regulations for executive staff, faculty, and others on an ad hoc basis.
2. Oversees, supervises, and fosters the development of the Athletics Compliance staff while ensuring the athletic staff is well-trained regarding compliance matters.
3. Provides counsel, guidance and scheduled formal training to coaches, staff members, and student athletes on NCAA and SEC rules and regulations.
4. Analyzes NCAA and SEC rules and regulations governing member institutions plus University institutional policies, develops specific procedures, and guides the implementation of these to ensure University compliance.
5. Leads high-profile sports programs to ensure compliance and provide advisory support, collaborating closely with senior leadership, coaches, and staff members.
6. Responsible for writing, making updates and keeps a current compliance policies and procedures manual on file for use.
7. Reviews ongoing University activities and plans, determines whether they are in compliance, and recommends changes and corrections as necessary.
8. Maintains close contact with SEC and NCAA offices to receive latest rules and regulations, to clarify interpretation as necessary, to assess impact on Auburn University athletic program and to represent Auburn University at NCAA and SEC conferences and meetings concerning institutional compliance.
9. Researches, prepares and validates various reports for assessing program effectiveness and presents briefings to committee members and senior executives to keep them informed about the program.
10. Oversees ongoing programs and activities of the unit and subordinate functional units through upper level management, planning, controlling, coordinating, negotiating, budgeting, counseling, advising others, and resolving problems.
11. Investigates potential SEC and NCAA violations by communicating with upper level management, University General Counsel and any external counsel assigned by the university.
12. 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,

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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>
Education	Bachelor's Degree	Degree in Sports Administration, Management, Business Administration, Law, or related field.
Experience (yrs.)	7	Experience in administering a compliance program at the national or institutional level or enforcement program that includes interpreting and applying athletic rules and regulations set by NCAA and SEC. At least 1 year of experience supervising or leading staff.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations. Excellent communication and organizational skills, as well as problem-solving and trouble-shooting capabilities. Demonstrated ability to maintain and develop personal contacts with outside groups, i.e. student-athletes, coaches, professional representatives, fans, media, donors, University community. Ability to stay abreast of information impacting the affected area.

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 standing, walking, sitting, talking, hearing, .

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

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

Date: 8/17/2023
