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## Auburn University Job Description

Job Title: **Exec Assoc Athletic Director - Compliance** Job Family: No Family  
Job Code: **BA45** Unclassified  
FLSA status: Exempt

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### Job Summary

Directs, oversees, and implements process and procedures for large functional areas of the Athletic Department.

### Essential Functions

1. Directs and oversees the delivery of services to on-going programs and activities in functional areas through managing, planning, coordinating, evaluating, advising, counseling, and budgeting or programs and staff.
2. Provides guidance and recommendations to the Athletics Director in regards to subordinate functional areas.
3. Directs and oversees all departmental income and expenditures, including reviewing functional reports for accuracy.
4. Provides advise and counsel to the Athletics Director on strategic planning, policies, and procedures and implementation of strategies.
5. Complies with all applicable NCAA and SEC regulations in the performance of job duties.
6. Provides counsel and guidance to coaches, staff members, and student athletes in assigned sports to ensure that the needs of the program are met and rules are upheld.
7. Assesses program effectiveness and consistency with University wide programs and goals and institutes changes for improvement.
8. Represents the Athletic Department in meetings, conferences, and other public functions.
9. Assures appropriate controls are in place to adequately safeguard departmental assets.
10. Serves as liaison between other departments to ensure the needs of assigned programs are met.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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 Sports Administration, Business Administration, Management or a related field.
<b>Experience (yrs.)</b>	10	Experience in sports administration and management and/or coordination of team sports

#### 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; personnel management and budget planning.

#### 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, .

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date: 8/11/2021

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