
Auburn University Job Description

Job Title: **Dir, Academic Supp Svcs (Ath)**

Job Family: No Family

Job Code: **BB42**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Reporting to the Associate AD, Student Athletic Support Services, assists in the management of Student-Athlete Support Services (SASS) and oversees Student Athlete Support for the Football Program. Serves as a part of the leadership team within SASS ensuring that its mission, vision, and goals are communicated and obtained.

Essential Functions

1. Supervises and coordinates Football Academic operations. Supervises, directs, and evaluates full-time SASS employees serving as Academic Counselors for Football as well as numerous Graduate Student Workers and para-professionals assigned to the Football academic support Team. Participates in recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues when necessary.
2. Serves as the academic point of contact within SASS for the Football program to include attending regular meetings with the Head Coach, coaching staff, and continuous contact with the academic liaison on the coaching staff. Oversees the academic recruiting efforts related to prospective Football student-athletes.
3. Serves as Academic Counselor for student-athletes on the Football team.
4. Develops, implements, and oversees the comprehensive system designed to streamline and optimize SASS methods and structures connected to key communication lines as well as best practices in relation to various resources used by staff.
5. Researches, develops, and presents enhancement and training sessions for SASS staff including Graduate Student Workers, Mentors, and paraprofessionals.
6. Designs and implements strategies to increase SASS brand awareness and visibility through the intentional use of social media platforms.
7. Represents SASS at various meetings and events across campus and nationally including representing SASS at the University's Advisor's Caucus and serving on various committees.
8. May perform other duties as assigned.

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>
Education	Four-year college degree	Degree in Education, Counseling, Psychology, Business, Sports Management or relevant field.
Experience (yrs.)	5	Experience working as an academic counselor with student-athletes in an collegiate academic setting. At least 1 year experience leading or mentoring other full-time 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

Extensive knowledge of NCAA and SEC regulations related to academics and student athlete eligibility.

Knowledge of management skills of individuals and group settings.

Knowledge of best practices and concepts regarding learning strategies and higher education institutions.

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, and lifting up to 50 pounds.

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

Date: 10/17/2018
