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## Auburn University Job Description

Job Title:	<b>Coord III,Ath Acad Certificatn</b>	Job Family:	No Family
Job Code:	<b>BB57</b>	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

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### Job Summary

Reporting to the Associate Registrar for Athletic Compliance, the Coordinator, Athletic Academic Certification coordinates the academic certification of select athletic teams and student-athletes, including review of academic eligibility per National Collegiate Athletic Association (NCAA) and Southerastern Conference (SEC) requirements. Evaluates and reviews transcripts for potential transfer student-athletes. Assists in submission of NCAA reports and other duties within the Office of the Registrar.

### Essential Functions

1. Leads the collection, analyzation, and evaluation of the academic information from multiple sources to assess the overall progress towards degree requirements of student athletes. Communicates with Athletic Compliance Office, Student-Athlete Academic Services and college academic advisors to obtain the academic information.
2. Evaluates transcripts from other accredited institutions for student-athletes and prospective student-athletes to determine applicability to Auburn University's requirements.
3. Completes and assesses transfer evaluations or preliminary transfer evaluations for prospective and current student athletes and administers approvals or denials for credit.
4. Certifies the academic eligibility of select athletic teams and student athletes per NCAA, SEC, and University rules.
5. Consults with University Athletic Compliance on NCAA and SEC rules and by-laws concerning student athlete eligibility.
6. Assists in the collection and completion of required NCAA reports and requests concerning student athlete eligibility, including Academic Performance Rate (APR) and Graduation Success Rate (GSR).
7. Coordinates certification for club sport squads and other University groups as requested.
8. Assists with other relevant duties within the Office of the Registrar including, but not limited to, transfer credit and evaluation for the general student body.
9. Communicates University policies and procedures relating to functions of the Office of the Registrar in accordance with Alabama legislation, FERPA guidelines and interpretations, and accreditation agencies; maintains knowledge and stays abreast of changes in University policies, regulations, procedures, and curriculum.
10. Complies with all National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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, Sports Administration, Liberal Arts, or related field.
<b>Experience (yrs.)</b>	4	Experience in advising or counseling, admission processes, complying with NCAA rules and regulations, or academics in higher education.

### 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

Advanced knowledge of NCAA eligibility requirements. Advanced knowledge of and ability to interpret and apply NCAA rules and regulations. Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations. Knowledge of and the ability to interpret and apply related University policies, procedures, principles, and practices. Knowledge of Student Information System (Banner). Excellent communication skills: oral, written, and presentation

### 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 standing, walking, sitting, reaching, talking, hearing, .

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, .

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

Date: 5/2/2022

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