**Associate Athletic Director Standard Job Description**

**Classification Title:** Associate Athletic Director

**Job Family:** Athletics / Recreation

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Associate Athletic Director is responsible for coordinating the administrative duties. Provides oversight to the football athletic academic advising staff. Responsible for the coordination of the scheduling of on-campus personnel for official and unofficial visits.

**Essential Duties and Tasks:**

**40%: Daily Operations**

Creates and develops comprehensive short-term and long-term goals and expectations as to the strategic planning, management, budgeting, and execution. Identifies objectives for the team, as well as recruiting talented individuals to work on this important initiative. Selects, trains, mentors, and supervises full time creative professionals and student workers. Oversees the concept, design, and implementation of new programming.

**20%: Personnel Management**

Coordinate the scheduling of practices & facilities and supervise the daily operations of the football program. Manages an effective process of monitoring student-athletes academic progress, incorporating current best practices in the profession. Provides leadership and direction for the football academic staff and as a part of the academic unit’s leadership team. Monitors and evaluates the football academic staff and conducts annual performance reviews for the staff. Ensures that the staff is meeting semester and annual goals and adhering to the core elements of the academic program. Coordinates regular meetings with the staff to ensure that student-athlete’s academic needs are being met.

**10%: Public Relations**

Serve as the representative of the assigned sport’s Coach in his absence or at his discretion. Serves as the point person for all community engagement components for athletics that involve staff/ coaches community service, chamber of commerce, local charities, service clubs, speaking engagements, etc.

**10%: SEC/NCAA Compliance**

Follow all compliance regulations and keep accurate records to be used in any compliance issues. Compliance issues cover every aspect of the program. A firm grasp of the NCAA and Conference rules greatly benefits the program. Maintains a thorough understanding of NCAA legislation, Academic Progress Rate (APR) and Graduation (GSR) guidelines. Monitors student-athletes’ NCAA academic eligibility through the use of University student systems and establish internal degree-tracking forms. Establishes safeguard measure to ensure that rules and regulations are communicated and enforced to staff and student workers supervised. Coordinates with compliance and athletic certification staff educational training for football academic staff and enforces rules appropriately.

**20%: Manager’s Discretion**

**Qualifications**

**Required Education & Experience:**

Bachelor's degree or equivalent combination of education and experience.

Five years of related experience.

**Required Licenses and Certifications:**

None

**Required Special Knowledge, Skills, and Abilities:**

Knowledge of word processing, spreadsheet, and database software. General knowledge of NCAA rules. Ability to comprehend oral and written instructions. Ability to multi-task and work cooperatively with others. Oral and written communication skills.

**Preferred Qualifications:**

Master's Degree.

**Machines and Equipment:**

Computer: 20 hrs., Telephone: 5 hrs.

**Other Requirements or Other Factors:**

Working nights, weekends, and holidays as required to complete assigned tasks.

**Preferred Other Factors:**

None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**