**Assistant Athletic Director Standard Job Description**

**Classification Title:** Assistant Athletic Director

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Assistant Athletics Director is responsible for coordinating the admissions and eligibility requirements for incoming freshman and transfer student-athletes, the preparation of conference and institutional grant-in-aid agreements as well as National Letters of Intent, assisting with investigations of potential rule violations, and overseeing the student-workers and interns for the Compliance Office.

**Essential Duties and Tasks:**

**40%: Leadership & Administration**
Develops and maintains programs in support of athletics, including academic support services, administration of supports including financial aid and facilities, event coordination, and sports information. Serves as liaison between the department and university administration.

**25%: Program Management**
Supervises assigned staff. Supervises assigned sports.

**10%: Projects**
Oversees the maintenance of outside areas as needed. Assists with all departmental projects as needed.

**5%: Compliance**
Maintains continual and thorough familiarity with all applicable NCAA, Conference and University rules and regulations. Establishes and ensures communication and enforcement of rules and regulations for all staff members and student workers supervised.

**20% Duty Title (For The Department's Use)**

Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above

**Required Education and Experience:**
Bachelor’s degree or equivalent combination of education and experience
Four years of experience in collegiate athletics as an athletic compliance officer, athletic assistant, or similar role.

**Required Licenses and Certifications:**
None

**Required Special Knowledge, Skills, and Abilities:**
Superior knowledge of NCAA rules. Knowledge of word processing, spreadsheet, and database programs. Oral and written communication skills. Ability to multitask and work cooperatively with others.

**Preferred Qualifications:**
Master’s degree or equivalent combination of education and experience
Six years of experience in athletics compliance. Experience in developing and implementing compliance education and programs and compliance policies. Experience in dealing with high-profile sports and student-athletes.

**Machines and Equipment:**

Computer - 20 hours

Telephone - 5 hours

**Physical Requirements:**
None

**Other Requirements or Other Factors:**
Nights, weekends and holidays as required to complete assigned duties.

**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**