**Senior Associate Athletic Director Standard Job Description**

**Classification Title:** Senior Associate Athletic Director

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Senior Associate Athletic Director, under the direction of the Athletic Director, provides leadership to include planning, directing, and evaluating departmental operations. Provides oversight of strategic planning and development, and program administration.

**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.

**25%: 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.

**25%Liaison**

Serves as a liaison to the Athletics Council, System Risk Management and Compliance, System General Counsel and the Faculty Athletics Representative. Maintains relationships, facilitates communication and coordinates the release of information.

**10%: SEC/NCAA 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. 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.

**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 & Experience:**

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

Seven years of related experience.

**Required Licenses and Certifications:**

None

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

Knowledge of word processing, spreadsheet, and database software.

Knowledge of NCAA rules compliance at the Division I level.

Ability to comprehend oral and written instructions.

Ability to multi-task and work cooperatively with others.

Strong oral and written communication skills.

**Preferred Qualifications:**

Master's Degree.

Experience in dealing with high profile student-athletes, disability insurance, enforcement, sport-agent and other amateurism issues. Knowledge of, and experience with, Southeastern Conference rules compliance.

**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**