

Position: Assistant Director of Compliance and Athletic Enrollment Services
(Exempt- Athletics Department)

Summary Description: Under the direction of the Deputy Athletic Director, assists with the daily duties of the NCAA compliance program.

Description of Duties and Responsibilities:

Compliance Functions

1. Abides by all NCAA, athletic conference and Spring Hill College rules, policies and procedures with an understanding that failure to do so may lead to sanctions up to and including termination.
2. Promptly reports any suspected violation (including possible violations committed personally or by any other member of the athletics department staff, SHC compliance related offices and staff, student athletes, or boosters) of NCAA, athletic conference or SHC Athletics rules to the Compliance Coordinator, Faculty Athletics Representative (FAR) or Director of Athletics.
3. Attends all department staff and NCAA compliance education meetings as required or as requested.

Essential Functions

4. Processes various compliance forms at the direction of the Deputy Athletic Director.
5. Reviews various compliance records and logs for accuracy and completion noting any potential discrepancies or violations for review by the Deputy Athletic Director.
6. Uses JumpForward daily to track and process compliance related information and forms.
7. Update weekly Student-Athlete prospect report.
8. Process Student-Athlete Applications and track transcripts.
9. Coordinate Student-Athlete visits with Coaches.
10. Assist with process for Student-Athlete scholarships and Financial Aid Awards.
11. Assist with International Student-Athletes processing.
12. Assists with collection of gate and concession receipts and required compliance documentation.
13. Generally, supports the Deputy Athletic Director with compliance tasks as assigned.
14. Uses various office equipment in the Athletics Office to perform needed tasks, such as: copying, scanning and faxing.
15. Other duties as assigned by the Deputy Athletic Director.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to present a mature, professional demeanor at all times while working under pressure with accuracy and consistency in a multi-tasking, deadline oriented environment.
3. Ability to work independently and meet deadlines.
4. Ability to communicate interpersonally and work collaboratively with a team.
5. Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult the supervisor prior to taking action.
6. Self-starter with a positive attitude.
7. Ability to travel to various athletic facilities across- and off-campus, including the Athletics Office.

8. Willingness to travel and work at various hours when required or as requested.
9. Knowledge of office computer programs and software, including, but not limited to, Microsoft Office.

Qualification Standards:

Education/Experience: Bachelor's degree required. Master's Degree preferred.

Licenses: A valid motor vehicle license and approval from the College's automobile insurance carrier is required.

Compensation

Other Considerations: This position is also subject to a criminal history background check, DMV approval and any applicable drug testing policies.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. SPRING HILL IS AN EQUAL OPPORTUNITY EMPLOYER.

Position open until filled. To apply, please electronically send your cover letter, resume, and a list of names and contacts for three work-references references who can address applicant's professional and/or athletic background to: Ms. Kim Heubach at kheubach@shc.edu (only electronic submissions will be accepted.)

Off-list references may be checked.