



Position: Assistant Athletic Director for Compliance
Full-time Position

Summary:

The Assistant Athletic Director for Compliance is responsible to the Director of Athletics and Recreation for all aspects of NCAA eligibility, compliance, and assessment; administration of assigned internal operations and reporting; supervises direct reports; and performs other administrative duties as assigned

Description of Duties and Responsibilities:

Essential Functions

1. Responsible for supervision of internal business operations as assigned by the Director of Athletics
2. Monitors all athletic department activity for NCAA rules compliance and reports any and all suspected violations to the Director of Athletics and/or the Faculty Athletic Representative (FAR) in a timely fashion with an understanding that failure to do so may lead to sanctions up to and including termination.
3. Ensures athletic department compliance with all NCAA, athletic conference, and SHC rules and regulations by designing, implementing and coordinating all athletics compliance procedures and processes according to the NCAA's applicable guidelines, requirements and best practices.
4. Maintains knowledge of federal, NCAA, conference, and institution rules and regulations. This responsibility requires the employee to keep abreast of any updates or changes affecting athletic department compliance with NCAA rules, Title IX, FERPA, and HIPAA.
5. Develops, implements and conducts the NCAA Compliance Education Program for all athletic department coaches and staff or revises as feedback and current requirements dictate.
6. Develops, implements and conducts the NCAA Compliance Education Program for student-athletes including, but not limited to, preseason meetings and completion of all required NCAA forms.
7. Interacts with institutional staff members and representatives of athletics interest to provide NCAA rules education and to review relevant issues.
8. Develops, implements and conducts National Letter of Intent and Grant-In-Aid signing processes.
9. Serves as the Athletics liaison with admissions, financial aid and registrar's office while exercising good professional judgment as to when to act independently and when to consult with the Athletic Director.
10. Coordinates the completion of institutional, conference and NCAA reports, including but not limited to, ISSG, Annual Membership Reports, ASR, and Sports Sponsorship.
11. Updates compliance manual, student-athlete handbook and department policies and procedures manuals.
12. Coordinates eligibility certification process with the Registrar, FAR and Director of Athletics.
13. Coordinates GIA and financial aid processes with the Financial Aid Office.
14. Coordinates all student-athlete post-season evaluation collections and assessment of data.
15. Maintains appropriate records of the Athletic Department and student-athlete activity, such as retention rates, graduation rates, academic performance, athletic honors/awards, recruitment, *etc.*
16. Supervises athletic training, strength and conditioning, and assigned sports teams.
17. Assists in athletics personnel hiring, training, and evaluation processes and procedures.
18. Works with NCAA organizations and institutions to develop and comment on NCAA legislation.
19. Initiates regular external assessment (such as Division II Compliance Blue Print).
20. Serves as the Department's primary liaison with the NCAA and athletics conferences with respect to obtaining rules interpretations and resolving compliance issues. Consults with the Athletic Director as appropriate.
21. Assists with operating and personnel budget preparation and administration as requested.
22. Declares and monitors playing and practice sessions with Head Coaches. Ensures a schedule has been established and monitors countable athletically related activity reports (CARA Logs).
23. Regularly audits all compliance processes, documentation and logs.
24. When required or requested by the Director of Athletics, represents the athletics department on various committees and at conferences regarding compliance issues.

25. Attends all required NCAA meetings and seminars, whether on- or off-campus.
26. Attends and participates in department and staff meetings as required or requested.
27. Contributes to the overall success of the intercollegiate athletics program by performing all other duties and responsibilities as assigned by the Director of Athletics.

Marginal Functions

1. Serves on assigned departmental or college committees.
2. Assists with department events and activities as requested by the Director of Athletics.

Required Knowledge, Skills, and Abilities: Individuals must possess these required knowledge, skills, and abilities or be able to explain and demonstrate that s/he 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. Knowledge of NCAA rules compliance best practices, policies and procedures.
3. Knowledge of office computer programs and software, including, but not limited to, Microsoft Office, CAI, JumpForward or similar compliance software, LSDBi, RSRO, and the NCAA Portal.
4. Ability to maintain confidentiality and follow all FERPA guidelines.
5. Knowledge of basic principles of administration, and management.
6. Demonstrated knowledge of and supervisory skills to accurately oversee the professional work in assigned areas.
7. 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.
8. Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult the Athletic Director prior to taking action.
9. The ability to maintain a positive attitude, work independently with initiative, and meet deadlines.
10. Ability to communicate interpersonally and work collaboratively with a team, as well as an independent contributor both within the athletic department and across campus.
11. Ability to perform the physical demands of the position.
12. Willingness to travel and work various hours, including evenings, weekends and holidays when required or as requested.

Qualification Standards:

Education: Minimum of Bachelor's Degree required; Master's preferred.

Experience: Minimum of 4 years of related work experience required. Direct NCAA compliance related experience highly desirable. Experience with Compliance Assistant and JumpForward (or similar) software will be considered a plus.

Licenses: Valid driver's license with approval from College's insurance provider.

Compensation: Commensurate with qualifications and experience within the College's assigned pay grade.

Other Considerations: This is a twelve-month position. This position is also subject to a criminal history background check and any applicable drug testing requirements.

To apply for this position, please send letter of application, resume, and three current professional references to: Franny Schulz, Athletics Secretary, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 (e-mail: fschulz@shc.edu). The position is open until filled.

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice. This job description is not an employment agreement or contract.