

Job Code: 101610
Position #:(NUNC) .. (E)
Developed by:.... TB; KL
Reviewed by: AMC; DJ
Approved by:.....AMC
Date:1/10;8/1;7/13;11/22

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Compliance (NCAA)
DIVISION: Athletics (Athletics Administration)
REPORTS TO: Chief NCAA Compliance Officer
GRADE: 7
SUPERVISES: Student interns

BASIC FUNCTION:

Assist the Chief NCAA Compliance Office in the administration of all aspects of a comprehensive NCAA compliance program, with responsibility for the day-to-day management of the program. Work encompasses compliance-related issues for all sports, including, but not limited to amateurism, NIL, recruiting, eligibility, financial aid, awards/benefits, and playing/practice seasons.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Contribute to creating and maintaining institutional control in all aspects of NCAA, Atlantic 10 Conference, Colonial Athletic Association (football), and University of Rhode Island Athletics rules compliance.

Assist in issuing NCAA and Atlantic-10 Conference rules interpretations and in the creation of rules educational materials.

Oversee the monitoring of recruiting activities including but not limited to: contacts, evaluations, telephone calls, campus visits and camps.

Communicate and monitor compliance-related issues and interpretations, regarding, but not limited to, Bylaws 11, 12, 13, and 16 for all sports programs.

Administer all aspects of Bylaw 17 with an emphasis on playing and practice seasons, countable athletically-related activities, and playing season regulations.

Monitor functions associated with official visits including pre-visit requirements, travel, expenses, visit-related activities, and complimentary admissions.

Monitor functions associated with unofficial visits including pre-visit requirements, visit-related activities, and complimentary admissions.

Work with entities outside the Athletic Department, including but not limited to: Enrollment Services, Admissions, various academic Deans, etc.

Process all, and assist in, investigations of reported NCAA, University, or Conference rules violations as they relate to intercollegiate athletics.

Act as liaison to the NCAA Eligibility Center for Initial Certification for both domestic and international student-athletes.

Assist with the department's monitoring of student-athlete opportunities associated with name, image, and likeness.

Assist with the department's monitoring of eligibility and financial aid.

Assist with the department's compliance with applicable regulatory bodies and regulations, including Title IX and gender equity, and research and provide interpretation of these regulations, as necessary.

Supervise any undergraduate/graduate student internships or volunteers.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

NCAA computer software (IBM compatible), Microsoft Word, Excel, Peoplesoft, LSDBi.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's Degree; Minimum of two years college athletics experience; Demonstrated experience with NCAA governance; Demonstrated experience providing education to various groups; Demonstrated experience with NCAA playing and practice season rules; Demonstrated experience with NCAA recruiting rules; Demonstrated organizational and time management skills; Demonstrated attention to detail; Demonstrated computer skills (including Microsoft Word, Excel, Peoplesoft, LSDBi);

Demonstrated ability to prioritize and coordinate multiple projects; Demonstrated ability to meet deadlines in a fast-paced environment; Demonstrated ability to work independently; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills, including department policies; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.