

Job Code:..... 100826
Position #: (NUNC).... (E)
Developed by:.....PK
Reviewed by:.....SG; DLJ
Approved by:.....LK
Date:01/10;08/19/10;07/13
07/15; 04/17; 01/19; 06/19

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Compliance
DIVISION: Office of the President (NCAA Compliance)
REPORTS TO: Associate Director, Athletics Compliance
GRADE: 9
SUPERVISES: Student interns

BASIC FUNCTION:

Assist the Associate Director of Athletics Compliance 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 in all sports, including, but not limited to amateurism, recruiting, eligibility, financial aid, awards/benefits, and playing/practice seasons.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Coordinate the coaches' recruiting certification exams.

Monitor the coaches' recruiting and activity logs.

Assist coaches with the completion of academic review forms, student-athlete employment, eligibility reports, and summer camps.

Monitor the awarding of athletic financial aid to ensure that institutional and NCAA maximums are not exceeded.

With regard to athletics compliance issues, work with entities outside the Athletic Department, including but not limited to: Enrollment Services, Admissions, the various academic deans, etc.

Act as liaison to the Student Athlete Advisory Committee.

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

Develop and maintain key educational material for all college/high school competition site college fairs.

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Serve as compliance representative on Athletic Department search committees for Athletic Coaches and support staff positions.

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

Supervise any undergraduate/graduate student internships.

Process all incoming and outgoing transfer tracers as they relate to the Academic Performance Reports, as well as athletics eligibility and amateurism eligibility.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

NCAA computer software (IBM compatible), Microsoft Word, Excel, PeopleSoft, and CAi.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years NCAA compliance experience; Demonstrated experience with NCAA eligibility certification and/or NCAA Clearinghouse/Eligibility; Demonstrated organizational and time management skills; Demonstrated attention to detail; Demonstrated computer skills (including: Microsoft Word, Excel, PeopleSoft, and CAi); 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; Demonstrated ability to create and present accurate compliance-related reports; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree; and, Demonstrated working knowledge of ARMS compliance software or similar software.

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