

Class Code.....0850
Position #:(NUNC)...6915
Developed by:.....TB
Reviewed by:.....SG
Approved by:.....LK
Date:.....10/08

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Director, Athletics Compliance
DIVISION: Office of the President
REPORTS TO: University Legal Counsel for Oversight and Athletic Director
for Daily Operations
GRADE: 12
SUPERVISES: No staff supervision

BASIC FUNCTION:

Coordinate all aspects of a comprehensive rules education and compliance program, with responsibility for monitoring compliance for NCAA Conference and University rules and regulations, including the following areas: eligibility, financial aid, recruiting, rules education and interpretation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and implement activities and educational materials that will serve to ensure compliance with NCAA regulations. Maintain and update the institution's compliance policy manual and Web page information.

Interpret NCAA, Atlantic 10 Conference, CAA (football), as well as institutional rules and regulations.

Serve as a resource to student-athletes, coaches, staff and University community regarding NCAA rules.

Monitor recruitment activities, certification of eligibility, and financial aid procedures. Monitor recruiting, roster, playing and practice season documents.

Conduct compliance rules review seminars.

Assist in the investigation of rules violations and work with the Faculty Athletics Representative on all compliance matters.

Act as the official representative of the University at conferences and institutional and NCAA meetings as requested.

Interact with various campus constituents in implementing the compliance program.

Monitor summer camp programs to ensure compliance with NCAA rules.

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Monitor procedures to ensure compliance with all applicable regulatory bodies and regulations, including Title IX and gender equity, and research and provide interpretation of these regulations as necessary.

Conduct comprehensive rules seminars for coaches, staff and student athletes.

Monitor and audit staff and coaches, and coordinate the certification of coaches and student athletes, thereby ensuring initial and continuing athletic eligibility.

Monitor financial aid to intercollegiate athletes.

Maintain accurate squad lists and other NCAA and conference records.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the University and Athletic Department at NCAA and Atlantic 10 conferences and meetings as needed.

Serve on University committees as requested.

Serve as departmental liaison to Enrollment Services, and to local high school and preparatory schools.

Serve as compliance liaison with Offices of Admissions, Financial Aid and Registrar.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

NCAA computer software (IBM compatible).

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required, master's degree preferred. Knowledge of Division I Athletics and NCAA rules and regulations/legal background preferred; working knowledge of the NCAA eligibility process required. Knowledge of NCAA financial aid equivalency administration and NCAA squad lists required. Computer experience with emphasis on NCAA compliance software (IBM-compatible) required. Strong organizational and communication skills required. Prior compliance experience preferred. This position requires that the incumbent possess the ability to communicate effectively verbally and in writing. Must possess strong interpersonal skills.

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