



**JOB TITLE:** Athletics Compliance Assistant  
**DEPARTMENT:** Athletics  
**SUPERVISOR:** Assistant Athletic Director of Compliance  
**FLSA STATUS:** Part-time, Exempt

**MAJOR PURPOSE:**

Reporting to the Assistant Athletic Director of Compliance. The Compliance Assistant will assist in the development and execution of compliance education to student-athletes, coaches, staff, and departments across campus. Will assist in monitoring and maintaining accurate records and reports in compliance software (ARMS) and day-to-day compliance office activities.

The pay range for this position is generally \$18 - \$20/hr. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

This position requires time spent on campus and select venues off campus for Jessup events.

**ESSENTIAL DUTIES:**

- Monitors and ensures compliance of the recruiting process for official and unofficial visits, including phone logs, calendars, and events on home game days
- Monitors institutional camps and clinics, and ensures necessary paperwork is completed
- Assists and presents compliance education to all coaches, staff, student-athletes and outside constituents, and rules education material to coaches and staff
- Manages the compliance online presence, using social media to disseminate timely information;
- Assists in gathering, monitoring, and recording playing and practice seasons for all sports, including collecting season declarations, coordinating practice checks, monitoring CARA logs and sending to student-athletes for approval
- Monitors awards provided to student-athletes
- Approves complimentary tickets for student-athletes at home and away games using ARMS
- Reviews and approves promotional activities for student-athletes
- Assists in the maintenance and updating of all compliance office policies and procedures
- Other duties as assigned

**QUALIFICATIONS**

**Education/Certifications**

- Bachelor's degree

**Required Knowledge**

- Computer literate - able to create and understand various programs
- Able to fully embrace and understand NCAA Division II Bylaws and Compliance Regulations

**Skills/Abilities**

- Active and growing Christian faith
- Communicate and collaborate well with others
- Proficient in Excel spreadsheets
- Detail Oriented
- Experience in higher education and understanding of a student's successful academic progress

- Able to work independently and as part of a team
- Able to handle multiple priorities
- Able to work in an environment with multiple interruptions

**WORKING ENVIRONMENT**

The employee agrees to promote the values and mission of Jessup University as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the Jessup University doctrinal statement of personal Christian faith.

**WORKING CONDITIONS**

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date