MAJOR PURPOSE:

The Eligibility Clerk provides entry-level administrative support in the areas of student athlete eligibility, retention and recruitment including NAIA compliance requirements. The Eligibility Clerk works under the supervision of the Senior Associate Athletic Director and in partnership with the Faculty Athletics Representative (FAR) and the Athletics Business Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops and maintains student athlete information resource in Excel to include:
   a. Athlete academic and eligibility status
   b. Recruiting resources including tracers, transcripts and NAIA resources
   c. Records Management

2. Becomes knowledgeable in NAIA eligibility requirements

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor’s degree preferred

REQUIRED KNOWLEDGE/EXPERIENCE:

- Proficient in Excel spreadsheets
- Able to fully embrace and understand NAIA Bylaws and Compliance Regulations

SKILLS/ABILITIES:

- Communicate and collaborate well with others
- 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 WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading
devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

**WORKING CONDITIONS:**
The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

**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, crouch 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 50 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 are 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. William 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