



JOB TITLE: Athletics Compliance Administrator
DEPARTMENT: Athletics Department
SUPERVISOR: Senior Assoc. Athletic Director
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

The Athletics Compliance Administrator represents the institution in the area of compliance and enforcement issues regarding athletics. They are responsible for the overall development, implementation, and review of the athletic department's compliance program under the direction of the Senior Associate Athletic Director (SAAD).

ESSENTIAL DUTIES:

1. Responsible for creating, maintaining, and overseeing accurate eligibility records for all WJU student-athletes.
2. Maintains a thorough knowledge of NAIA rules and regulations for compliance and legislation (i.e. recruiting, financial aid, eligibility, extra benefits, camps, and clinics).
3. Work closely with the Faculty Athletics Representative (FAR) on conference and institutional compliance issues and rule interpretations.
4. Compiling, circulating, and explaining new compliance legislation to coaches, staff and other appropriate individuals/groups including rule interpretation to coaches/staff.
5. Assist the Sr. Associate Athletic Director and FAR in completing all necessary compliance forms and certifications of continuing eligibility.
6. Work with Sr. Associate Athletic Director and FAR on investigating, preparing, and submitting reports of possible rule violations.
7. Represent the institution at national, regional, and conference compliance seminars
8. Prepares waivers, releases, tracer forms, and transfer eligibility evaluations
9. Other duties and responsibilities as assigned by immediate supervisor

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree in business administration, communication, or a related field.

REQUIRED KNOWLEDGE/EXPERIENCE:

- Minimum two years' experience in athletics department environment or the equivalent thereof, preferred experience working in a compliance office in the NAIA or NCAA.
- Prior experience with compliance and eligibility process within collegiate athletics.
- Experience working with Google Workspace and Microsoft 365.
- Working knowledge of NAIA eligibility

SKILLS/ABILITIES:

- Ability to work in a faced-paced environment while meeting deadlines.

- Strong interpersonal, verbal, and written communication skills.
- Ability to work effectively with coaches, students, faculty, administration, and community.
- Proficiency in conflict management, mediation, and resolution.
- Absolute preservation of confidential records and financial data in compliance with FERPA laws.

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 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 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