



JOB TITLE: Athletics Academic Compliance Specialist
DEPARTMENT: Academics
SUPERVISOR: Registrar
FLSA: Non-Exempt

MAJOR PURPOSE:

The Office of the Registrar is responsible for effectively managing the maintenance and integrity of student academic records, the approved curriculum, the creation and maintenance of course schedules, all areas of student registration and the recording and reporting of grades, compliance with FERPA regulations, and the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures as they relate to registration and academic record keeping.

Under the direction of the Registrar, the Athletics Academic Compliance Specialist will assist with the assessment and maintenance of athlete eligibility for all incoming and continuing students. This position would work in collaboration with the Registrar, Success Coaches, FAR, Athletic Coaches, Assistant Athletic Director of Compliance and the Eligibility Clerk on student-athlete eligibility certifications. Athletics Academic Compliance Specialist would also serve as the “backup” certifier for the Registrar for eligibility certifications if the Registrar is not available like the Senior Associate Athletics Director serves as the “backup” for the Vice President of Athletics. The Athletics Academic Compliance Specialist will perform degree audits and evaluate high school, junior college, and four year university transcripts in accordance with NCAA DII and NAIA requirements.

This position is 100% on campus with some remote options as approved by the supervisor.

The pay range for this position is generally: \$20.20-\$23.08 per hour. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training, and location.

ESSENTIAL FUNCTIONS:

- Understanding of all Jessup programs and majors to address transfer and internal units toward degree audits at Jessup.
- Manage all recruit and incoming student degree audits after students have applied and are established in the student information system.
- Within two business days of application and receipt of all completed and in-progress transcripts, every student-athlete, either freshman or transfer student, transcript will be evaluated for eligibility purposes.
- Evaluate transfer transcripts from other academic institutions for equivalencies and application to degree programs.
- When applicable, evaluate prospective student athlete transcripts at an early stage in the recruiting process to help answer questions regarding graduation timeline, eligibility, progress towards degree, and other institutional and NCAA requirements.
- Evaluate and confirm senior exceptions for eligibility certification process, confirm and monitor full time enrollment.

- Maintain student files and records; document all pertinent student information; update computerized information system regarding changes to student status.
- Identify transfer options for students to satisfy degree requirements for traditional, nontraditional, and international transcripts including credit by examination.
- Assist in certification and evaluation processes by performing supplemental administrative activities, such as securing requested information, verifying computerized data files, and preparing reports.
- Check various forms for accuracy such as curriculum changes in the catalog and degree audit forms and systems.
- Participate in commencement duties as assigned.
- Perform other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor Degree required

REQUIRED KNOWLEDGE/EXPERIENCE:

- At least two years of administrative experience required
- Experience in an academic environment, preferably in a higher education setting related to enrollment preferred.
- Prior transcript evaluation, degree audit, student planning or closely related experience preferred.
- Knowledge of student systems, communications management and work flow related to transcript evaluation, degree audit and student planning preferred
- Experience with an integrated student information system preferred.
- Familiarity with Jessup majors and programs preferred.
- Computer and technology skills particularly with student information systems, Microsoft Office and imaging software strongly preferred.

SKILLS/ABILITIES:

- Excellent organizational, data entry, research, writing and attention to detail.
- Ability to maintain confidentiality and manage confidential information.
- Ability to work evenings and weekends as necessary.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of Jessup 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 William Jessup University doctrinal statement of personal Christian 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 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 20 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. 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 if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform the administration.

Employee Signature

Date