



DATE ISSUED: 09/14
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Athletics Compliance and Academic Services

JOB SUMMARY

Responsible for the development, implementation and monitoring of all systems designed to ensure compliance with NCAA and Lone Star Conference bylaws, rules and regulations. Keeps key University personnel updated on changes and interpretations, such as the Compliance Team members which consists of the University Registrar's Office, Financial Aid, Admissions, Admissions Processing, and the Faculty Athletics Representative. This position is also responsible for conducting regular education sessions with the Athletics staff regarding compliance issues. This position serves as an important part of the checks and balances in our process of reviewing and approving team schedules and team rules. There are also academic services duties within this position that require coordination of services such as tutoring for the student-athletes. Athletics programs that maintain a solid, comprehensive compliance and academic services unit are more likely to be known for positive news such as high graduation rates, high academic success rates, high retention, and high GPAs and not ineligible student-athletes or rules violations. This position is a key component is the NCAA requirement of maintaining institutional control. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Intercollegiate Athletics

Supervises: Graduate Assistant, Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Oversees and ensures all processes, procedures and systems necessary to direct the Athletics department in complying with NCAA, conference and institutional rules and regulations for its varsity sports programs.

- Provides NCAA and conference rules education and interpretation programs for administrators, coaches, support staff, student-athletes, boosters, corporate sponsors, campus partners/constituents that promotes a culture of compliance and institutional control.
- Monitors class schedules, grades and student-athletes academic progress toward degree with departmental academic advisors.
- Monitors institutional and outside financial aid, benefits, recruiting, personnel, playing/practice seasons, and camps/clinics.
- Ensures that all student-athletes, including transfers, are eligible to participate in intercollegiate athletics, including certifying the continuing eligibility of current student-athletes through the processes used by the Compliance Team.
- Builds and maintains working relationships with the University's academic advisors and with the Compliance Team members in Admissions, Admissions Processing, Financial Aid, and the Registrar's Office along with the Faculty Athletics Representatives.
- Coordinates investigations of known and/or alleged rules violations, keeping the Director of Athletics informed of any and all known and/or alleged rules violations, and handling all correspondence with the NCAA and affiliated conferences regarding rules violations and follow-up responses.
- Files all required NCAA and conference forms, reports, waivers, and appeals on time with appropriate signatures to the governing authority, i.e. NCAA squad lists, federal graduation rates reports, ASR, eligibility certifications, ATS, etc.
- Maintains accurate and complete student-athlete and department files including a Compliance Manual and the Student-Athlete Handbook.
- Works with the student-athletes, coaches and the Registrar's Office on all drop/add requests.
- Organizes and conducts student-athlete orientations.
- Commits to and is responsible for adhering to all rules and regulations set forth for the Athletics department, the University, the Lone Star Conference and the NCAA with utmost integrity.
- Works cooperatively with personnel in the Athletics department, attends department meetings and activities, and always represents the University positively when interacting with the community, alumni, high school and club coaches, media and general public.

ADDITIONAL DUTIES

- Attends seminars, conferences and other professional development opportunities.
- Serves on institutional, LSC and NCAA committees.
- Implements Athletics' strategic plan as part of the Division of Student Life's strategic plan
- Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Five years minimum as an assistant or head compliance coordinator in an NCAA institution and/or conference office. Must have experience working with custom software such as Compliance Assistant, LSDBi, and other NCAA programs.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Strong working knowledge of NCAA, TWU, and conference bylaws, rules and regulations; academic requirements for undergraduate degrees; TWU academic policies; and athletics management.
- Strong investigative and analytical skills to identify and assess facts and determine outcomes.
- Strong organizational skills to effectively prioritize and achieve deadlines on multiple projects.
- Demonstrated knowledge of the day-to-day operations of an intercollegiate athletics department.
- Ability to adhere to all policies, rules and regulations of the university, the Lone Star Conference and the NCAA.
- Ability to hire and supervise qualified student workers.
- Ability to work independently with minimal supervision and collaboratively within a team environment.
- Strong commitment to integrity.
- Ability to follow directives and be responsible for tasks which have been assigned.
- Ability to perform accurate detail-oriented work.
- Ability to attend seminars, meetings and other professional development opportunities at or away from TWU.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance within area of responsibility and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to represent the department and University in a friendly, courteous and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee must have the ability to occasionally lift, carry, and/or drag approximately 50 pounds. The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.