

Position #:(NUNC)...0138
Developed by:.....PK
Reviewed by:.....SG
Approved by:.....LK
Date:....1/10; 08/19/10

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Compliance Office
DIVISION: Office of the President
REPORTS TO: Associate Director, Athletics Compliance
GRADE: 7
SUPERVISES: No staff supervision

BASIC FUNCTION:

Assist the Associate Director of Athletics Compliance in the administration of all aspects of a comprehensive NCAA compliance program, with responsibility for the day-to-day management of the program. Work encompasses compliance-related issues in all sports, and includes, but is not limited to, the following: amateurism, recruiting, eligibility, financial aid, awards/benefits, and playing/practice seasons.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in issuing NCAA and A-10 Conference rules interpretations, and in the creation of rules educational materials.

Coordinate the coaches' recruiting certification exams.

Monitor the coaches' recruiting and activity logs.

Assist coaches with the completion of academic review forms, student-athlete employment, eligibility reports, and summer camps.

Monitor the awarding of athletic financial aid to ensure that institutional and NCAA maximums are not exceeded.

With regard to athletics compliance issues, work with entities outside the Athletic Department, such as, but not limited to, Enrollment Services, Admissions, the various academic deans, etc.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

NCAA computer software (IBM compatible).

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; minimum of one year of experience in NCAA compliance or related area; prior experience with NCAA eligibility certification and/or NCAA Clearinghouse/Eligibility; demonstrated outstanding administrative and organizational skills which required high attention to detail and accuracy; strong computer and Internet skills, including MS Word, Excel, PeopleSoft, and CAi; ability to set priorities, coordinate multiple projects, meet deadlines, and work with minimal supervision; strong organizational and time management skills; ability to work in a dynamic, fast-paced environment; strong interpersonal skills and ability to work with a diverse population; strong oral and written communication skills, with ability to write and present concise and accurate compliance-related reports.

Preferred: Master's degree.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.