



Savannah State University

Position Description – Assistant Athletic Director for Compliance

POSITION DESCRIPTION

Position Title: Assistant Athletics Director for Compliance FLSA Status: Exempt
Reports to: Athletics Director
Division: Department of Athletics
Date Prepared: July, 2005

BASIC FUNCTION

The Assistant Athletics Director for Compliance monitors the recruiting process; determines eligibility of athletes; monitors academic performance to ensure continued eligibility; investigates and follows up on alleged NCAA violations; updates and revises the student-athlete compliance manual. Serving as a compliance liaison, prepares and submits all NCAA paperwork.

NATURE & SCOPE

Advises student athletes on academic issues, degree planning and academic eligibility; monitors and collects data for NCAA APR reports; develops and coordinates academic certification for continuing and transfer students; develop, implement, educate and monitor in conformance with NCAA reporting requirements.

PRINCIPLE ACCOUNTABILITES

Communicate to and advise SSU staff and student athletics regarding all applicable SSU and NCAA rules and policies. Monitor performance relative to applicable rules and policies; investigate and report on possible infractions. Direct student athletics as appropriate toward assistance with financial aid, academics and general needs that can be provided through SSU. May monitor recruiting actions and assist in the administration and monitoring of the National Letter of Intent program. Monitor and administer various compliance related programs. Perform other related duties as assigned.

SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES AND/OR COMPETENCIES REQUIRED

Must possess strong organizational skills and demonstrated knowledge of NCAA rules and regulations regarding recruitment, eligibility and financial aid. Experience working with culturally diverse populations. Excellent written and oral communications skills required, along with ability to maintain confidentiality and commitment to integrity.

EDUCATION AND EXPERIENCE REQUIRED

A bachelor's degree is required, Master's degree is preferred. Minimum two years of compliance experience at a Division I institution and/or conference office. This position requires an in-depth knowledge of and monitoring, interpretation of compliance with all applicable rules and regulations governing SSU athletic programs. Also requires use of related computer applications and interpersonal, communications and presentation skills.