



Savannah State University Position Description – Compliance Coordinator

POSITION DESCRIPTION

Position Title: Compliance Coordinator FLSA Status: Exempt
Reports to: Assistant Athletic Director for Compliance
Division: Athletics
Date Prepared: November 5, 2010

BASIC FUNCTION

Coordinates and monitors compliance activities in the Athletics Department. Includes monitoring student-athletes academic progress, coordinating and conducting education session with coaches, staff, and stakeholders; and performing duties to insure institutional compliance with department, institutional, state, federal, NCAA and MEAC guidelines

NATURE & SCOPE

Reporting to the Assistant Athletics Director/Compliance Director, this position supports the Athletics Department in the Compliance Office with reports from sport programs, staff training and program monitoring. Individual should be able to work flexible hours as travel with sport programs and annual training will be required. Individual should be able to perform in high pressure fast paced environment and should be experienced in data analysis and public presentation.

PRINCIPLE ACCOUNTABILITES

- Meet with teams to discuss rules education and sign NCAA required forms
- Conduct rules education with coaches, athletic staff, boosters, and departments with compliance related duties
- Collect team rosters prior to first competition
- Confirm student-athletes eligibility status and full-time enrollment
- Conduct student-athlete orientation prior to first practice and student-athlete affairs activities
- Assist administer coaches recruiting exam and with monthly rules education session
- Monitor roster changes, study hall, and student-athlete vehicle registration
- Collect travel roster and participation rosters for active sports
- Assist with monitoring 14 days and 45 days for student-athletes who have not been certified by Clearinghouse
- Monitor student-athlete roster activation and try-out periods
- Attend NCAA Compliance Regional Seminar and MEAC Compliance Workshop on an annual basis
- Monitor progress towards degree requirements based on vertical curriculums of each school and update eligibility grids
- Identify and monitor issues effecting student-athlete eligibility and retention
- Meet with at-risk student-athletes and develop improvement plans

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Bachelor degree in related field and 2 to 5 years related experience or training or a masters degree.

Must have working knowledge of NCAA guidelines and compliance policies and experience working in an athletics environment. Ability to work well with coaching staff, student-athletes and other campus offices is important.

Ability to learn and operate NCAA CAI software, NCAA APP software, NCAA LSDBI software. Strong working knowledge of MS Access, MS Word, MS PowerPoint, and MS Excel is important.

Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions. Also, must be able to develop reports and make public presentations and effectively present information to top executive administrators, student-athletes, and athletics stakeholders.