



DATE ISSUED: 06/08

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Athletics Compliance and Academic Services

JOB SUMMARY

Responsible for the development, implementation and monitoring of all systems designed to ensure compliance with NCAA, Lone Star Conference and University rules. Responsibilities also include the coordination of academic services for student-athletes. 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: Student Assistants

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

Responsible for compliance with all institutional, conference and NCAA policies, rules and regulations concerning recruitment, financial aid and eligibility of student-athletes.

Manages the NCAA's online program, Compliance Assistant (CAi).

Monitors class schedules, grades and student-athlete academic progress toward degree.

Works with the student-athletes, coaches and the Registrar's Office on all add/drop requests.

Maintains accurate and complete student-athlete and department files including a Compliance manual.

Organizes and completes all required paperwork.

Organizes and conducts student-athlete orientation.

Develops and maintains the student-athlete handbook.

Serves as the Athletics representative for all NCAA compliance issues.

Enforces all Lone Star Conference and NCAA bylaws, rules and regulations.

Builds and maintains working relationships with University personnel in such areas as Academic Advising, Admissions, Registrar's Office, Financial Aid and Student Records.

*Coordinator, Athletics
Compliance and
Academic Services
Date Issued: 06/08
FLSA: Exempt
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Investigates, documents and reports all violations to the Director of Athletics, the Faculty Athletics Representative, the Vice President for Student Life and the NCAA.
Designs and implements compliance forms as needed.
Serves as a member of the University's Compliance Team for Athletics.
Develops and conducts continuing rules and compliance education programs for coaches, staff, student-athletes and boosters.
Provides rules interpretations and conduct monthly compliance meetings for coaches and staff.
Develops an academic support program for all student-athletes and direct the NCAA Champs/Life Skills program.
Commits to and is responsible for adhering to all rules and regulations set forth for the team, the University, the Lone Star Conference and the NCAA with the 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.
Completes other assigned administrative duties in a timely manner.

ADDITIONAL DUTIES

Attends seminars, conferences and other professional development opportunities.
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

Three years minimum as an assistant or head compliance coordinator in an NCAA institution.
Must have experience working with NCAA CAi software.

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:

Demonstrated knowledge of the day-to-day operations of an intercollegiate athletics department.

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Compliance and
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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 follow directives and be responsible for tasks which have been assigned.

Ability to handle multiple tasks in a fast-paced environment as needed.

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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift, carry, and/or drag approximately 50 pounds. Specific vision abilities required by the job

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors in conditions including loud and constant noise. Work environment involves minimal exposure to physical risks. The employee may be required to travel.

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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:** _____

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, sex, sexual orientation, or 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.