



Bluefield State College

Job Vacancy Announcement

Assistant Director of Athletic Compliance

POSITION TITLE: Assistant Director of Athletic Compliance

JVA #: 2021-18

DEPARTMENT: Athletic Department

ABOUT BLUEFIELD STATE COLLEGE ATHLETICS: Bluefield State College (BSC) is a member of the National Collegiate Athletic Association (NCAA) Division II. BSC Athletics is home to 22 men's and women's varsity sports (12 new sports including football), offering qualified students rewarding opportunities in athletic competition, training, and support activities. Athletic highlights include Men's Tennis as 8-time Atlantic Regional Champions, Men's Golf as 2016 USCAA National Champions, Men's Basketball as 2019 USCAA National Runner Up and Women's Basketball as 2-time ECAC Champions. Our dedicated coaches and staff are committed to recruiting promising student-athletes, developing their athletic and academic talents, and instilling leadership skills that contribute to their ultimate success in life.

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time (this position is currently .83 FTE annualized FTE; work is generally performed full-time as 1.0 FTE (August – May), carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Salary will be commensurate with qualifications and experience. Position is dependent upon available funding.

POSITION SUMMARY: Under the general direction of the Associate Director of Athletics, the **Assistant Director of Athletic Compliance** is responsible for assuring that the Bluefield State College intercollegiate athletic programs comply with all applicable rules and regulations of the College, the NCAA and conference memberships. This position conducts the development, implementation, and timely and accurate maintenance of a computerized compliance monitoring system. As part of the athletic department leadership team, this position works collaboratively to enhance support of BSC athletic programs and activities, and performs other duties as assigned.

CORE RESPONSIBILITIES:

- Responsible for managing athletic compliance for all Bluefield State College (BSC) athletic programs, including but not limited to monitoring of NCAA initial eligibility requirements for certifications of all first-time participant student-athletes and NCAA eligibility requirements of all two-year college and four-year college transfers.
- Serve as an NCAA Initial Eligibility Contact for Bluefield State College and the Athletic Department. This includes but is not limited to help with establishing written policies and

procedures for the monitoring and reporting of Clearinghouse information. Process the Institutional Request List which requests eligibility information on all prospective student athletes being recruited by Bluefield State College. Effectively utilize the NCAA Clearinghouse computerized software system. Disseminate eligibility results to members of the coaching staff, Athletic Director, and offices of Financial Aid, Registrar, and Admissions.

- Conduct the development, implementation, and timely and accurate maintenance of a computerized compliance monitoring system.
- Responsible for the NCAA Compliance Assistant Software Program and Front Rush. This includes creating a yearly informational database profile for all student athletes. Information is gathered from Financial Aid, Registrars, and Admissions which is recorded manually and input into the database.
- Produce accurate and timely reports for the institution, the NCAA, and state and federal entities (such as EADA & IPEDS).
- Assist in providing rules interpretations for the Athletic Department and institutional staff members responsible for certification of eligibility.
- Assist in investigating and resolving NCAA rules violations. File and track appeals for student athletes to gain or regain eligibility.
- Serve as Liaison to different departments on campus.
- Perform other duties as assigned. Must attend NCAA Rules and Regulations Seminar and stay current on aspects related to this position's job duties and responsibilities. Also, may include serving on committees, supervising temporary employees, performing special projects, as examples.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's Degree from an accredited institution required.
- At least one year of athletic experience at the collegiate (may include experience as collegiate student athlete) or professional level.
- Demonstrated knowledge of NCAA Rules.
- Ability to interpret and administer policies and procedures in compliance with NCAA/state/federal/institutional regulations, policy, procedures and guidelines.
- Current computer/office software skills that includes word processing, spreadsheets, presentations and database/records management.
- Excellent organizational and managerial skills-must able to prioritize, multitask and meet deadlines to advance goals /objectives for department and institution.
- Excellent interpersonal and communication skills, with proven ability to work effectively within a diverse community.
- Demonstrated attention to detail and accuracy.
- Ability to travel and work evenings and weekends. Must maintain a valid state driver's license.

PREFERRED QUALIFICATIONS:

Master's degree. Several years of NCAA athletic compliance experience.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship,

community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

DATE POSTED: October 21, 2021

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Friday, November 5, 2021. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.