



# CLARK ATLANTA UNIVERSITY

## Job Description

<b>Position Title:</b>	<b>Director of Compliance</b>
<b>Department:</b>	<b>Athletics</b>
<b>Reports To:</b>	<b>J. Lin Dawson</b>

*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

### ***General Function (Description):***

This position exists to provide leadership, and promote ethical conduct and compliance with rules, regulations and standard processes that govern NCAA athletic programs

### ***Examples of Duties and Responsibilities:***

- Oversees all facets of NCAA compliance to ensure submission to NCAA, conference, and university rules and regulations concerning eligibility, financial aid, recruiting, amateurism, practice activities, and benefits
- Develop a year-round, comprehensive compliance education plan for athletics constituents
- Partner with Admissions and the Registrar to aid the certification for new and returning students-athletes
- Manage team accounts and files used to facilitate monitoring forms, declaration of playing and practice seasons, recruiting, official and unofficial visits, financial aid reports, and eligibility reports
- Check monitoring forms that detail countable athletic related activities, in compliance with NCAA rules
- Oversee data collection and submission of Federal and NCAA graduation rates as well as the NCAA Academic Success Report (ASR)
- Manage the paperwork and process needed for official visits, unofficial visits, and tryouts
- Prepare and deliver forms coordinated with the Financial Aid Office to effectively manage the safe and timely transfer of information.
- Oversee the electronic storage of all compliance forms
- Monitor the submission of, and monthly review of, both contact and evaluation logs and phone logs to determine compliance with NCAA recruiting standard
- Facilitate communication with other institutions to gather information on academics and athletics standing (releases and tracer forms)
- Process and file game pass lists and other ongoing forms in the Compliance Office
- Prepare game pass lists for athletes, coaches, and prospective athletes
- Communicate with coaches regarding paperwork due and facilitate Eligibility Center reports
- Adhere to all institutional, conference, and NCAA by-laws and regulations

### ***Knowledge, Skills and Abilities:***

- Strong interpersonal and communication skills and the ability to work effectively with a diverse faculty, staff, and student body.
- Able to be a positive representative of the university at all times.
- Basic knowledge of intercollegiate athletics.
- Strong organizational skills and detailed oriented.
- Ability to plan, develop, and coordinate multiple projects.
- Ability to manage and impart confidential information.
- Ability to gather data, compile information, and prepare reports.
  
- Ability to interpret, adapt, and apply guidelines and procedures.
- Ability to work independently and manage time effectively.
- Ability to create, compose, and edit written materials

***Minimum Hiring Standards:***

<b>Education</b>	Bachelor's Degree from a regionally accredited college or university
<b>Years of Experience</b>	3-5 years' experience with NCAA compliance and rules, along with familiarity with academic support.
<b>Years of Management/Supervisor Experience</b>	A minimum of two (2) years preferred

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