



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Assistant Athletic Director for Athletic & Academic Compliance

Location: Erie

Department: Athletic Administration

Reports To: Associate Director of Athletics

Full/Part Time: full-time

Closes: open until filled

POSITION SUMMARY

The Assistant Athletic Director for Athletic & Academic Compliance works under the direction of the Director of Athletics. They work cooperatively with athletic department staff, coaches, and student-athletes to resolve and monitor compliance-related issues.

The position requires comprehensive knowledge about the institution, and a work history of adherence to, all NCAA, conference, and institutional rules and regulations. That involves developing, promoting, and supporting the operational and strategic aspects of intercollegiate and club student-athlete programs. You will promote student-athlete wellness through the execution of student-athlete surveys and compliance education programming and serve as sport administrator for assigned athletic teams.

DUTIES AND RESPONSIBILITIES

- Assist with all initial and transfer student-athlete academic certifications.
- Assist with continuing student-athlete eligibility certification as assigned.
- Work in coordination with the Office of Academic Affairs, Student Financial Services, Admissions, Transfer Admissions, and other University agents to support NCAA compliance.
- Assist with coordinating and executing beginning-of-the-year student-athlete eligibility meetings.
- Responsible for maintaining all rosters in conjunction with the Office of the Registrar and Office of Institutional Data using ARMS.
- Assist with competition reports to ensure accurate tracking of student-athlete participation and remaining eligibility.
- Monitor and approve all unofficial visits and official visits.
- Assist with monitoring recruit complimentary admissions.
- Monitor individual compliance personnel forms (Volunteer Coach Form, etc.)
- Assist with the administration of NCAA coaches' education.

- Assist with providing NCAA, conference rules, and club sport governing body interpretations.
- Assist with research and preparation of NCAA and club sport governing body waivers as deemed applicable.
- Assist with investigation and preparation of rules violation reports.
- Assist with rules education program as assigned.
- Prepare reports as assigned.
- Assist with other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree (master's degree preferred).
- Strong administrative and organizational skills.
- Ability to communicate effectively in both oral and written form.
- Leadership skills with energy, insight, enthusiasm, and strong work ethic.
- Well-versed in NCAA legislation and academic requirements for eligibility.

SKILLS AND ABILITIES

- Excellent written and oral communication skills required. Ability to effectively communicate both within and outside the College including, but not limited to, student-athletes, parents, recruits, and coaches.
- Ability to work as a support individual within a group setting.
- Ability to provide effective leadership to student-athletes to encourage both successful academic development and competitive performance.
- ARMS experience preferred.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States