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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Candidates must be currently eligible to work in the United States