



Assistant Director of Athletic Compliance

Department: Athletic Administration

Status: Exempt, Full Time

Closes: Open until filled

Report To: Assistant Director of Athletic
Communications

Classification: Administrator

POSITION SUMMARY

The Assistant Director for Athletic Compliance supports the promotion and monitoring of all facets of compliance for the Athletic Department in accordance with NCAA, conference, and institutional legislation. This position assists with the administration of progress-toward-degree requirements, Academic Progress Rate (APR) reporting and tracking, and compliance oversight for both NCAA and club sports. The Assistant Director works collaboratively with campus partners including academic advising, registrar, admissions, financial aid, and athletics staff to ensure adherence to applicable rules and regulations. The position supports the overall work of the Athletic Compliance office to ensure responsibilities of the area are effectively covered.

DUTIES AND RESPONSIBILITIES

NCAA, Conference and Institutional Legislation

- Monitor and track progress-toward-degree requirements for assigned teams, including eligibility certification and continuing eligibility review.
- Assist in the interpretation and application of NCAA, conference, and institutional legislation.
- Provide rules education to coaches, staff, and student-athletes, with emphasis on academic eligibility and progress-toward-degree legislation.
- Assist with the development and maintenance of compliance policies, procedures, and documentation.
- Support the monitoring of recruiting, eligibility, awards, benefits, and playing/practice seasons as assigned.
- Research and prepare legislative interpretations and waiver requests as needed.
- Assist in the coordination and completion of required NCAA and conference reporting.

Academic Progress Rate (APR) & Academic Eligibility

- Coordinate the collection and analysis of APR data, including eligibility and retention points.
- Work collaboratively with academic services and institutional research to ensure accurate APR submissions.
- Monitor teams at risk and provide recommendations to improve APR performance.
- Assist in the preparation and submission of APR adjustments, waivers, and improvement plans.
- Track academic eligibility benchmarks and provide updates to coaches and athletics administration.

Club Sports Compliance

- Provide oversight and guidance regarding applicable NCAA and institutional legislation.



- Develop and maintain educational materials for club sport coaches and participants.
- Monitor club sports activities for compliance with recruiting, eligibility, and benefits legislation as applicable.
- Serve as a liaison between Athletics Compliance and Campus Recreation/Club Sports administration.
- Assist in establishing policies and procedures related to student-athlete participation in club sports.

Compliance Operations

- Maintain compliance monitoring systems and databases for assigned areas.
- Assist with squad list management and certification of eligibility.
- Support National Letter of Intent and financial aid monitoring processes.
- Assist with compliance education programming, including new student-athlete and staff orientations.

Administrative

- Collaborate with campus offices including Registrar, Financial Aid, Admissions, and Academic Success to ensure compliance with academic and eligibility legislation.
- Promote a positive image of the University through participation in campus and professional organizations.
- Assist with NCAA and conference audits, reviews and required reporting.
- Contribute to the overall success of the Athletics Department by performing all other duties and responsibilities as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree is required; master's degree preferred in sports management, higher education, business, or related field.
- At least 2 years of experience in athletics compliance, academic services, or a related collegiate athletics setting preferred.
- Experience with NCAA compliance software, APR reporting, and NCAA rules and regulations preferred.
- The scope of the position may require evening and weekend work aligned with athletics schedules.
- Occasional travel may be required.

KNOWLEDGE AND SKILLS

- Strong knowledge of NCAA progress-toward-degree legislation and academic eligibility requirements preferred.
- Understanding of Academic Progress Rate (APR) structure and reporting.
- Ability to interpret and apply NCAA, conference, and institutional rules.
- Strong organizational skills and attention to detail.
- Ability to manage multiple projects simultaneously and meet deadlines.
- Strong written and verbal communication skills.
- Ability to work collaboratively with campus partners and athletics staff.



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA
16546
814-824-2000
800-825-1926
mercyhurst.edu

- Proficiency with Microsoft Office and compliance monitoring systems.
- Strong analytical and problem-solving skills.
- Ability to maintain confidentiality and exercise professional judgment.

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

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of 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.