



## **Assistant Athletic Director of Compliance and Eligibility**

Full Time / Salary / Exempt

### **REPORTS TO**

Director of Intercollegiate Athletics

### **DEPARTMENT**

Athletics

### **EFFECTIVE DATE:**

December 2021

### **JOB SUMMARY**

The Assistant Athletic Director of Compliance and Eligibility is responsible for the development, implementation, and monitoring of all systems designed to ensure compliance with the NCAA, Great American Conference, and University regulations. They are responsible to coordinate all reporting requirements with the NCAA, Great American Conference (GAC) and University as it relates to compliance and student-athlete eligibility.

### **RESPONSIBILITIES**

#### **Required Qualifications:**

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ-centered community.
- An understanding of the importance for diversity, inclusion and equity.
- She/he needs to possess strong character traits and ministry values that express what God can do through her/him in impacting the coaches, student-athletes, SNU employees and outside persons with whom they interact.
- Needs to passionately support and articulate the University Mission within the context of athletics.
- Must have at least an earned bachelor's degree in an applicable field.
- A heartfelt commitment to excellence in academics and athletics.
- Demonstrate leadership and communication skills including strong verbal and writing skills. Communication skills also include scheduling various tasks with several employees/students for multiple meetings in any given week.
- Demonstrate strong interpersonal skills and the ability to communicate effectively with both internal and external constituencies.



- Demonstrate experience working and implementing initiatives that promote diversity, equity and inclusion.
- Highly organized and skilled in problem-solving and conflict resolution.

### **Preferred Qualifications:**

- At least two years of experience as it relates to the position, in NCAA compliance or academics with demonstrated comprehensive knowledge of NCAA regulations particularly at the NCAA Division II level.
- Working knowledge of Compliance Assistant, LSDBi, and the NCAA Eligibility Center.

### **Essential Functions:**

- Responsible for compliance with all institutional, conference, NCAA policies, rules, and regulations regarding recruitment, financial aid, and eligibility of student-athletes.
- Builds and maintains university relationships with members of other departments who have compliance responsibilities (i.e. – Registrar, Financial Aid, Admissions, and Academic Advising).
- Investigates, documents, and reports all violations to the Director of Intercollegiate Athletics, Faculty Athletics Representative, Executive Vice President, President, GAC and NCAA officials.
- Develops and conducts thorough rules education program for student-athletes, coaches, staff, and faculty as well as constituents outside of the Athletics Department (alumni, boosters)
- Coordinates all reporting requirements to the NCAA, GAC office and University as it relates to compliance, eligibility, and sexual harassment attestation.
- Manages the NCAA's online database, Compliance Assistant (CA)
- Designs, organizes, and maintains all documentation utilized for monitoring rules compliance.
- Monitors student-athlete full-time enrollment and progress towards degree of all student-athletes.
- Provides as well as documents rules interpretations for the University.
- Maintains accurate and complete student-athlete, sports teams, and departmental documentation and files.
- Confirms eligibility certification for every semester and new season.
- Represents the Department on all NCAA compliance issues, at NCAA Regional Rules meetings and NCAA Convention as required as well as at GAC meetings.
- Maintains a professional image and represents SNU positively when interacting with the community, alumni, media, and the general public.
- Responsible for any other details of the compliance program or any other additional duties as assigned by the Director of Intercollegiate Athletics.



### **Supervision Received:**

- Reports to the Director of Intercollegiate Athletics.

### **Supervision Exercised:**

- May be responsible to provide supervision to interns, externs, student workers and Department staff.

### **BENEFITS**

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

**Apply Online for this position at <https://snu.edu/employment/>**

**Updated: August 17, 2020**

### **SOUTHERN NAZARENE UNIVERSITY DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

### **SOUTHERN NAZARENE UNIVERSITY NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

### **Students contact:**

Dean of Students  
Southern Nazarene University  
Office of Student Life  
6612 NW 42nd St.  
Webster Commons, Lower-Level Suite 110A  
Bethany, OK 73008  
405-491-6336/ Email: [kbradley@snu.edu](mailto:kbradley@snu.edu)

**Employees contact:**

Director of Human Resources (or immediate supervisor)  
Southern Nazarene University  
6729 NW Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
405-491-6333/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

**Chief Diversity Officer**

Vice-President for Intercultural Learning and Engagement  
Southern Nazarene University  
6729 NW 39th Expressway  
Bresee Suite 200  
Bethany, OK 73008  
405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

**Executive Vice President**

Southern Nazarene University  
6729 NW Expressway  
Bresee Suite 202  
Bethany, OK 73008  
[405-491-6306](tel:405-491-6306)/ Email: [mredwine@snu.edu](mailto:mredwine@snu.edu)

**TITLE IX DISCLOSURE**

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.



A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).