JOB DESCRIPTION

POSITION TITLE: COMPLIANCE COORDINATOR

JOB CLASS: Staff

SUPERVISOR: Assistant Athletic Director for Compliance

CLASSIFICATION: Full Time

LOCATION: DeLand

DEPARTMENT: Department of Athletics

POSITION OVERVIEW: The Compliance Coordinator reports to the Assistant Athletic Director for Compliance and will assist with all phases of administering a comprehensive NCAA Division I and Atlantic Sun Conference rules compliance program.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: Bachelor’s degree from an accredited four-year college or university required; advanced degree preferred. Minimum of one year of NCAA Division I compliance experience at an institution or conference office; candidates must demonstrate knowledge of NCAA Division I rules and interpretations, as well as have the ability and understanding to use NCAA website tools, LSDBi, Compliance Assistant, Banner and other computer applications (e.g., word processing, spreadsheet, and database). Qualified applicants must be able to communicate effectively both in writing and orally to various constituents, have a demonstrated commitment to high ethical standards, and possess strong organizational, interpersonal, and leadership skills with the ability take initiative, to effectively complete time-sensitive matters, and to multi-task under minimal supervision.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: The primary responsibilities of the Compliance Coordinator include, but are not limited to, the following duties: monitoring and ensuring compliance through use of ACS, documentation review, audits and observation in the following areas: all facets of recruiting (including official visits), athletics personnel, playing and practice seasons, awards, extra benefits, amateurism, eligibility, student-athlete employment, social networking, and camps; assisting with the continued development of Stetson’s compliance education program by producing compliance newsletters for athletics department staff, student-athletes, and boosters, updating Stetson’s Compliance Manual and Student-Athlete Handbook, maintaining website content, disseminating NCAA interpretations, educational columns and legislation as necessary, and presenting at compliance educational sessions with athletics department staff and student-athletes; completing internal and external transfer requests; assisting with rules interpretations, preparation of waivers and rules violation investigations as needed.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.
APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.