

**Saint Michael's College
Job Description**

Job Title: Associate Athletic Director for NCAA Compliance

Department: Athletics

Supervisor or Manager's Title: Director of Athletics

Date Created: 6/8/15

Last Revised: 07/01/2024

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

This person will manage all aspects of a comprehensive NCAA Division II compliance process, to include initial and continuing eligibility processing for over 450 student-athletes, and monitoring and educating students, coaches and staff. They will also serve as a member of the department's senior management team and will supervise seven varsity sports programs.

Essential Duties and Responsibilities:

- Serves as College's Administrator for the National Letter of Intent program
- Serves as College's Administrator for the NCAA Portal and Single Source Sign On, and for the NCAA Compliance Assistant software program, and will train others to use the applicable software
- Manages the initial eligibility process for all new prospective student-athletes every year
- Manages the continuing eligibility process for over 450 student-athletes every year
- Manages all active varsity rosters using NCAA Compliance Assistant and ARMS software
- Processes all eligibility waiver applications
- Processes all bylaw violation self-reports
- Provides rules interpretations for coaches and College staff
- Develops rules education/"hot topics" program for student-athletes, coaches, and staff, utilizing social media and other technologies whenever possible
- Maintains NCAA compliance manual and web page on SMC's site
- Coordinates NCAA Coaches Certification Testing program
- Responsible for generating all NCAA and NE10 Compliance-related reporting (GSR/ASR, Sports Sponsorship and Demographics, etc.)
- Supervises seven varsity athletics programs, providing comprehensive oversight and evaluation
- Supervises Administrative Coordinator position
- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills, and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

Secondary Responsibilities:

- Serves as department liaison with the offices of Student Financial Services, Admissions, Academic Affairs and Registrar
- Assists with the coordination of departmental special events throughout the year

Positions Supervised:

- Head Coaches (6)
- Assistant Coaches (8)
- Administrative Coordinator

Position's Major Contacts:

- Director of Athletics
- Associate Director of Athletics

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CC: FCOE

- All Athletics Head Coaches
- Staff Registrar
- Director of Student Financial Services
- Director of Admissions

Demonstrates Excellence:

- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- Maintains outstanding relationships within the department that enhance the staff's ability to work as a team
- Establishes exceptional relationships with team members built on mutual respect and healthy communication
- "Goes the extra mile", is willing to step in and help out as needed; makes the extra effort to ensure things get done well
- Possesses excellent interpersonal skills and the ability to respond effectively to a wide range of people in a broad range of relationships and situations
- Exceptional role model
- Prioritizes job responsibilities well, works quickly and efficiently, and recognizes what is most important to the program
- Operates independently, yet also has the ability to work cooperatively with others

Education and Work Experience:

- Bachelor's Degree or equivalent combination of education and experience
- 5-10 years of relevant experience

Computer/Technology Skills:

- Comfortable using a computer for a variety of functions
- Familiarity with Microsoft Office products

Licenses, Certifications and Other Requirements:

- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

Will be required to work some evenings, weekends and during some College holiday periods during the academic year.

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.