DUQUESNE UNIVERSITY DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

ASSISTANT DIRECTOR OF COMPLIANCE JOB DESCRIPTION

The Assistant Director of Compliance serves as a member of the Department of Athletics Compliance Office that is committed to fostering the standard of institutional control for the University's NCAA Division I intercollegiate athletics program, which consists of 16 sports and 375 student-athletes. The position reports to the Assistant Athletics Director for Compliance, and works in conjunction with the Department of Athletics to implement NCAA, Atlantic 10, Northeast Conference and Duquesne University regulations.

Responsibilities include, but are not limited to:

- Assisting with the administration of the day-to-day operations of the DU Compliance Office.
- Assisting in the preparation and organization of required NCAA and (A10/NEC) Conference forms and reports.
- Assisting with the coordination of department-wide rules education programming by providing information and interpretation of NCAA rules, policies and regulations for students, coaches, athletic staff and representatives of athletic interests.
- Assisting with monitoring efforts in the areas of recruiting activities, student-athlete employment, initial and continuing eligibility, roster management, financial aid, and playing and practice season regulations.
- Monitors policies and procedures of camps and clinics.
- Assists with the preparation of NCAA squad list, National Letter of Intent program and financial aid agreements.
- Monitors complimentary ticket requests and distribution process.
- Updates and maintains all institutional student-athlete databases and compliance social media forums.
- Processes and/or certifies all requests for donations, promotional activities, NCAA Student-Athlete Special Assistance Funding allocations, and recruiting service clearances.
- Serves as a liaison to the institution's Office of Residence Life.
- Various duties and projects as assigned by the Assistant Athletic Director for Compliance.

Required Qualifications:

- Bachelor's degree; Masters preferred in a related field.
- Minimum two years of experience in a NCAA Division I athletics compliance office.
- Strong computer skills, strong analytical skills, well-developed written and oral communication skills, and the ability to multi-task.
- Working knowledge of NCAA online resource database (LSDBi), CA and current recruiting software.

Compensation:

- Competitive annual salary
- Full benefits package
- Institutionally-sponsored cell phone

Start Date: September 9, 2013

Email cover letter, resume and 3 references to Rick Christensen at christensen@duq.edu