Florida Atlantic Athletics Compliance Office
Internship & Externship Application

Job Description

The Florida Atlantic Athletics Compliance Office is constantly looking for interested individuals to become a part of the FAACO team. The intern/extern will be supervised by the Assistant Athletics Director for Compliance, the Assistant Athletics Director of Compliance and Administration and the Compliance Coordinator.

Responsibilities include, research, interpretation and education of National Collegiate Athletics Association (NCAA) legislation within the intercollegiate athletics program. This position is responsible for assisting the Compliance Coordinator in various areas of athletics compliance including, but not limited to, countable athletic related activities, recruit monitoring, rules education, beginning of the year paperwork, agent processes, memorabilia requests, student-athlete employment, outside usage of student-athlete image and likeness, initial eligibility, awards tracking, awards and benefits monitoring, social media monitoring, student-athlete and staff complimentary admissions, participation records, unofficial/official visits, and travel rosters.

The individual is responsible for ensuring that the Florida Atlantic University (FAU) Athletics Department remain in compliance with all FAU, Conference USA (C-USA) and NCAA rules and regulations.

Finally, the individual will be responsible for learning and understanding the JumpForward software and assist in education, maintenance, and implementation of JumpForward at FAU.

Confidential Information

The individual must maintain the confidentiality of student-athlete data, including admissions, financial aid, registration, academic performance data, personal life, health reports, and social problems as required by law, the NCAA, C-USA and FAU. All data is treated as confidential in accordance with Federal, State, and University laws and regulations. The confidential information must not be released without the permission of the student-athlete and/or the athletics department.

Qualifications

Individuals that will be considered have either completed a graduate program of study or are currently enrolled in a graduate program of study (preferably sports management/administration) or law school. Past compliance experience is not required for graduate students. Undergraduates will only be considered if they have past athletic compliance experience or demonstrate strong future aspirations to work in the athletic compliance field. Individual must have the ability to prioritize a constantly evolving list of duties. Further, the individual must analyze and research complex issues or problems and report those issues or problems to the Compliance Coordinator. The position requires independent judgement and decision making skills. Most importantly the individual must have strong communication skills through various forms of communication.

- Experience with Word, Excel, and Powerpoint is required.
- Experience with Adobe Pro, Adobe Livecycle designer, and JumpForward is preferred.
- Individual must have the ability to keep, maintain, and navigate an online filing system.
- The position will work around your class schedule. A minimum of ten (10) hours per week will be required (subject to change depending on your externship or internship departmental requirements).

Application

To apply for the FAU Athletics Compliance Internship/Externship, email a single pdf containing your cover letter, resume, and list of three (3) references to Peter Fitzgerald at pfitzgerald@fau.edu. Title the pdf "last name, first name- FAACO Application"

The cover letter shall explain why you are interested in the internship and future employment in athletics compliance or college athletics generally. Only individuals seriously interested in future employment in athletics compliance or college athletics in general may apply.

If chosen for the position, FAU requires a criminal background check be completed before the individual may begin.

Any questions should be forwarded to Peter Fitzgerald by email at pfitzgerald@fau.edu or by phone at (561) 297-4547