

## **The University of Texas at Austin Job Posting**

**Job Title:** Certification Administrator - Assistant Coordinator

**FLSA status:** Exempt

**Posting number:** 12-01-27-01-0811

**Job Status:** Open

**Earliest Start Date:** 02/06/2012

**Position Duration:** Funding expected to continue

**Position open to:** all applicants

**Monthly salary** \$2,666 - \$3,000

**Hours per week:** 40.00 Standard from 800AM to 500PM

**Location:** Austin (main campus)

**Hiring department:** Intercol Athletics

**Number of vacancies:** 1

**General Notes:** Additional hours will be required during peak periods to include nights, weekends, and possibly holidays.

### **Required Application Materials**

- A Resume is required in order to apply
- A Letter of Interest is required in order to apply.
- A List of 3 References is required in order to apply.

### **Additional Information**

Applicants must apply online at the following link:

<https://utdirect.utexas.edu/apps/hr/jobs/nlogon/120127010811>

**Purpose of Position:** Assists the Assistant Athletics Director and Director with the overall operations of the Athletics Risk Management and Compliance Services Office.

**Essential Functions:** Support the Director and Coordinator in monitoring the daily operations of assigned NCAA bylaws. All assigned duties are designed to ensure the Athletics Risk Management and Compliance Services office continuously assesses and demonstrates that The University of Texas at Austin meets the National Collegiate Athletic Association's definition of institutional control, applicable University policies and/or state and federal regulations. This includes, but is not limited to, evaluating and detecting infractions, monitoring, documenting, educating, and developing the policies and procedures for all regulations in the NCAA manual. Assist in maintaining the policies and procedures in accordance with office policy and ensure that they are operating as outlined. Assist with conducting and documenting ongoing educational and training activities. Assist with responding to all interpretive issues in accordance with office policy. Assist in identifying legislative issues and drafting legislative concepts when necessitated. Assist with compiling waivers for the NCAA or Big 12 Conference pursuant to office policy. Assist with reporting, investigating and filing all violations in accordance with office policy. Provide support for risk management program and processes.

**Marginal/Incidental functions:** Other related functions as assigned.

**Required qualifications:** Bachelor's Degree. Previous experience working with NCAA compliance issues in a Division I athletics department, Conference and/or NCAA. Has the functional and technical

knowledge and skills to do the job at a high level of accomplishment. Demonstrates excellent written, verbal and interpersonal communications skills. Excellent PC skills using standard office automation software, e.g. MS Office software. Working knowledge of NCAA compliance-related systems (e.g., NCAA CA, ACS, C+V, LSDBi). Upholds high ethical standards and core values, maintains integrity and has professional demeanor and understands professional boundaries. Must multi-task efficiently and effectively. Must contribute to the core purpose and values of the Athletics Department and the office (Integrity, Excellence, Teamwork, Diversity, Creativity, Accountability, and Loyalty). Equivalent combination of relevant education and experience may be substituted as appropriate.

**Preferred Qualifications:** Masters Degree or other advanced degree. At least two years recent experience working with compliance issues in a NCAA Division I athletics department, conference office and/or the NCAA national office.

**Working conditions:** May work around standard office conditions Repetitive use of a keyboard at a workstation

Security sensitive; conviction verification conducted on applicant selected.

The retirement plan for this position is Teacher Retirement System of Texas (TRS), subject to the position being at least 20 hours per week and at least 135 days in length.

The University of Texas at Austin is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, citizenship status, Vietnam era or special disabled veteran's status, or sexual orientation. Under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, disability accommodations will be provided, as needed.