

WAYNE STATE UNIVERSITY

DEPARTMENT OF ATHLETICS

Assistant Athletic Director, Compliance and NCAA Liaison

Job Duties:

Responsible for the University's overall compliance with NCAA and Conference legislation and includes: rules education, interpretation of bylaws and codes, monitoring and mentoring of University Constituencies regarding legislation and preparation of reports and waivers. Develop variety of detailed reports, informational pieces and analysis. Prepare analysis and reports as requested.

Coordinate the athletics oversight of financial aid, admissions and works with the registrar on issues of eligibility and initial enrollment. Oversee and participate in special or major operational activities, programs and projects. Recommend, develop and implement new processes and programs. Improve and automate department operations. Ensure overall objective and/or mission is met. Perform needs assessment. Recommend changes to current systems and programs. Knowledge of LSDBI, Banner and CAi is preferred.

Assist in the day to day management of the department. Coordinate and meet with coaches, lower level managers, supervisors/coordinators or professionals as needed. Contribute to the achievement of a common goal or objective. Provide necessary liaison and resource to the University personnel and/or external clients. Serve on the University-wide trends and practices in the assigned area. Position reports directly to the Athletic Director.

Duties include responsibility to supervise the Compliance and Academic area staff. Staff includes a fulltime assistant and a fulltime academic coordinator.

Qualifications:

The candidate must possess a Bachelor's degree: master's preferred. Two years of experience in athletics rules compliance, a thorough knowledge of NCAA legislation and database access. Excellent communication and computer skills. Knowledge of LSDBI, Banner and CAi. Considerable supervisory experience involving the development and implementation of programs, policies and procedures. Considerable experience in University policies and procedures.

Salary: Range is \$51,000 to \$55,000 and is commensurate with qualifications and experience.

