



## ASSOCIATE ATHLETIC DIRECTOR FOR COMPLIANCE & STUDENT-ATHLETE SERVICES ATHLETICS

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**REPORT TO:** Athletic Director  
**E CLASS:** FT-12 Month  
**FLSA:** Exempt

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### **PURPOSE:**

Responsible for the development, implementation, monitoring, and reporting of all activities related to a comprehensive NCAA Division II compliance program that enhances and supports the students' liberal arts education in support of the mission of the college. Additional responsibilities include overseeing, directing, and managing academic support and student-athlete welfare.

### **REQUIRED QUALIFICATIONS:**

Must be willing to contribute actively to the mission of the Athletic Department and Institution; • Bachelor's degree required; • Masters preferred; • Previous experience in NCAA Compliance rules & regulations required • (3) years of NCAA compliance experience preferred; • Strong time, project management, and organization skills; strong attention to detail; • Strong analytical and problem-solving skills; • Ability to be proactive, innovative and creative; • Ability to work evening and weekend hours; • Proficient in use of current technology • May obtain the designation of Senior Woman Administrator • Communicates regularly with athletics administration, students, parents, faculty, high school coaches, NCAA and Conference officials and other Institution administrators, • Supervises professional staff including intercollegiate sports as assigned, sports medicine, strength and conditioning, and student employees.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

Specific duties include, but are not limited to: • Manages a comprehensive compliance department, including but not limited to: Amateurism, Recruiting, Eligibility, Financial Aid, Awards & Benefits, and Playing and Practice Season. • Manages NCAA Compliance Assistant (CA), and ARMS databases. • Updates Student-Athlete Handbook, Compliance Manual, and Departmental policy & procedure manual. • Develop rules education programs for coaches and administrators, including a Compliance website. • Researches and responds to inquiries regarding rules and compliance interpretations, including current, new and proposed NCAA and conference rules and regulations. • Manages rosters, including roster addition, deletions and tryout student-athletes. • Works directly with NCAA eligibility center and conference office on application of NCAA rules and regulations. • Responsible for all NCAA and conference waiver requests, appeals, interpretation requests, eligibility, financial aid and reporting. • Serves as liaison to the admissions office, financial aid office and registrar's office to ensure compliance with institutional, NCAA and conference regulations. • Completes and submits required NCAA, Federal and Conference reports, waivers, and appeals. • Works directly with the Faculty Athletics Representative in areas including but not limited to compliance, academic and student-athlete welfare. • Coordinates academic performance notes and mid-semester faculty academic progress reports and keeps coaches informed of student-athletes' academic progress. • Creates all travel letters for student-athletes for submission to faculty members. • Collaborates with the Division of Student Affairs on issues relating to Accessibility Services, Career Development & Internship Center, Academics Support and Metacognition Lab • Collaborates with Dean of First-Year Students regarding the Jump Start program • Develops and implements leadership training program for student-athletes. • Serves as a member of the Senior Administrative Team, representing the Athletics Department on student-athlete welfare concerns. • Arranges annual speaker opportunities for student-athlete development and education. • Supervises and evaluates the intercollegiate sports as assigned • Represents the institution on conference, regional and

national committees. • Develops and monitor policies to ensure athletic department compliance with Title IX regulations. • Facilitates and administers the Student-Athlete Advisory Committee and life skills • Acts as the official representative in the absence of the Director of Athletics. • Serves as a Campus Security Authority for Clergy reporting purposes and a responsible Employee for Title IX reporting purposes. • Assists with other duties as assigned.

**Specific Skills** • Communicate effectively and professionally, including written, interpersonal, and public speaking. • Computer skills: Word, Excel and email. • Must be willing to work early morning, evening, weekends, and holidays.

**Specialized Licenses** • First Aid, CPR, AED training certification required.

**Commitment to the Student-Athlete Experience:** Enhancing the Student-athlete experience is a core value of the Miles College Athletic Department Mission. We strongly encourage applications from individuals who will help fulfill this core value.

#### **WORK ENVIRONMENT:**

The work environment includes exposure to physical conditions typical of a standard office environment. Most of the job is performed while sitting, although occasional standing or walking and lifting and carrying small objects may be required.

#### **TRAVEL:**

Travel is required for this position.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

#### **SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted. Interested applicants should submit a resume, cover letter, and application to [hr@miles.edu](mailto:hr@miles.edu). Must be legally authorized to work in the United States without the need for employer sponsorship, now or at any time in the future.* Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

#### **NOTICE OF NON-DISCRIMINATION**

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other basis prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd, Fairfield, AL 35064, 205-929-1440, [titleix@miles.edu](mailto:titleix@miles.edu). For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [click](#).

#### **TITLE IX / STATEMENT OF NONDISCRIMINATION**

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).