



Assistant Director of Compliance

Position Announcement

The Assistant Director of Compliance reports to the Assistant AD for Compliance and provides a range of administrative functions relating to NCAA rules application, student-athlete eligibility, recruitment activities and compliance with NCAA, Conference and Eastern Illinois University regulations.

Expectations of the Assistant Director of Compliance:

- Maintain student-athlete records in compliance with state and federal laws
- Provide rules interpretations for the institution by working with the NCAA and conference offices
- Research NCAA rules, regulations and areas of risk for the university
- Reviews and tracks coaches logs from recruiting contacts, evaluations, and telephone calls
- Reviews and tracks countable athletically related activity
- Compile and record eligibility and squad lists
- Disseminate and approve requests such as occasional meals, speaking engagements, and roster changes
- Reviews and approves official /unofficial visits for prospective student-athletes
- Educate student-athletes on NCAA and conference rules and regulations that are tied to their athletic, and, by association, their educational pursuits
- Commit to ongoing professional development and lifelong learning

Assist the Assistant Athletic Director for Compliance in the following:

- Provide NCAA rules education to all staff members
- Instruct all staff members on applicable changes or potential changes to NCAA rules
- Maintain scholarship records and verify that all awards are compliant with applicable limits
- Oversee prospective student-athlete recruiting activities
- Maintain current compliance software
- Tracking NCAA initial-eligibility
- Institutional monitoring of transfer eligibility
- Initiate investigations and self-report violations to the NCAA
- Development and implementation of rules education to coaches, student-athletes and others
- Coordinate NCAA & OVC waivers
- Institutional monitoring of National Letter of Intent (NLI's) and Athletic Aid Agreements
- Oversee student-athlete notification of transfer
- NCAA Requests/Self-Reports Online (RSRO) submission of waivers and secondary violations as needed
- Coordinate submission of annual EIU, OVC and NCAA reports
- Ensure academic and amateurism certification for practice, financial aid, and competition
- Collaborate with support units to ensure student-athlete health, safety, and well-being
- Coordinate with Academic Services and the Registrar to maintain student-athlete eligibility
- Perform other duties as assigned by the Asst. AD for Compliance and Director of Athletics

REQUIREMENTS:

Education: Bachelor's degree, Masters preferred

Experience / Knowledge / Skills: Experience in a NCAA athletic compliance setting (Div. 1 preferred) at an institutional, conference, or national association level or equivalent. Demonstrated knowledge and understanding of NCAA legislation. Must be self-motivated and team-oriented. Excellent interpersonal and organizational skills. Working knowledge of Microsoft Word, Excel, Teams and JumpForward are preferred. Good verbal and written communication skills. Demonstrated commitment to diversity and experience promoting inclusive excellence is required.

Applications: A complete application will include a letter of application, resume and contact information of three references. Send application materials to Interfolio at <http://apply.interfolio.com/136020>. For questions regarding the search, please contact Mark Bonnstetter, Deputy Athletic Director & Search Committee Chair at mdbonnstetter@eiu.edu.

Diversity and Inclusion: Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. The university provides equality of opportunity in all areas of campus life and we strive to recognize and appreciate the unique value of our students, faculty, and staff. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University.

The University and Community: Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. Established in 1895, EIU boasts a rich, tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships, and has earned recognition as the highest- ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to *U.S. News and World Report*. Eastern offers faculty a wide range of research and public service activities. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success.

The University is located in East Central Illinois, combines the benefits of a community of 20,000 with access to several large cities, including Chicago, St. Louis, and Indianapolis.

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer
minority/female/disability/veteran - committed to achieving a diverse community.*

